eGrain Passport User Guide

Registration and Administration

Table of Contents

1. Introduction 5
1.1 Scope of pilot 5
1.2 Basic concept 6
1.3 eGrain Passport lifecycle 6
1.4 Definitions and abbreviations 7
1.5 How to use this guide 8
2 Registration Process 9
2.1 Company Registration 10
2.2 Authorising a company 11
2.3 Creation of Company Administrator 11
2.4 Alerts 12
2.4.1 Creating an alert 12
2.4.2 Managing Alerts 13
2.5 Business Relationships 14
2.5.1 Creating a Business Relationship 15
2.5.2 Managing Business Relationships 16
2.5.3 Agents Accepting/Rejecting Business Relationships 16
2.6 Locations 18
2.6.1 Creating Collection Locations 19
2.6.2 Creating Delivery Locations 19
2.6.3 Managing Locations 20

2.6.4 Creating Storage Locations 21
2.6.5 Managing Storage Areas 22
2.6.6 Creating Sub Storage Locations 22
2.6.7 Managing Sub Storage Areas 23
2.7 Batches 24
2.7.1 Create a Batch 25
2.7.2 Managing Batches 25
2.8 Tractors 25
2.8.1 Create Tractor 26
2.8.2 Managing Tractors 27
2.9 Trailers 27
2.9.1 Create Trailer 27
2.9.2 Managing Trailers 28
2.10 Product Mapping 29
2.10.1 Create Product Mapping 30
2.10.2 Manage product mapping 30
2.11 Users 31
2.11.1 Creating Users 32
2.11.2 User security 33
3. Logging In 34
3.1 Forgotten Login details 34
3.2 Resetting your password 35
4. Site Administration 36

5 Loads & Passports 37
5.1.1 Recipients creating a load 39
5.1.3 Assign Sender 40
5.1.4 Amend Sender/Collection Details 42
5.1.5 Assign Transporter 44
5.1.6 Amend Transporter 46
5.1.7 Amend Product 48
5.1.7 Amend Planned Collection Details 49
5.1.7 Assign Load to Driver/Vehicle 50
5.1.7 Amend Driver/Vehicle 51
5.1.8 View Load 52
5.1.9 Cancel Load 53
5.1.10 Accept Load 54
5.1.11 Accept Load Under a Different Contract 56
5.1.12 Reject Load 58
5.1.13 Enter Quality Data 60
5.1.14 Amend Quality Data 62
5.1.13 View Quality Data 64
5.2 Passports 66
5.2.1 Sender updating a passport 67
5.2.1 Transporter updating a passport on the portal 69
5.2.1 Transporter updating a passport on the mobile application 70
5.2.2 Sender updating a passport on the mobile application 73

5.2.3 Updating the Load Status to Collected 74
6. Contact Information 75

1. Introduction

The eGrain passport pilot is a HGCA-funded project looking at the feasibility of moving the current paper-based grain passport online. The pilot project is the result of discussions by the Cereals Liaison Group, which highlighted the need for the UK cereals industry to be able to meet future data requirements, to improve two-way flow of information and strengthen assurance schemes.

The pilot is a proof of concept and aims to gain first-hand experience of the practicalities of operating an electronic grain passport (eGrain passport) system, including costs of participation, risks and benefits. It follows a detailed feasibility study which was undertaken by HGCA on behalf of the industry which included consultation with all parts of the supply chain.

During the pilot, the eGrain passport system will be tested in the milling wheat and malting barley supply chains. Muntons, Gleadell and Openfield have agreed to become pilot participants for the malting barley supply chain, while Heygates, Glencore and Fengrain will be the pilot participants for the milling wheat supply chain.

Evaluation undertaken during the pilot project will enable an evidence based assessment on whether or not the adoption of an eGrain Passport system is appropriate for the industry. The pilot is planned to last for six months starting in Autumn 2014.

The pilot is supported by the Agricultural Industries Confederation (AIC), the Maltsters Association of Great Britain (MAGB), the National Association of British and Irish Millers (nabim), the National Farmers Union (NFU), the National Farmers Union of Scotland (NFUS) and the Road Haulage Association (RHA).

1.1 Scope of pilot

The pilot aims to test the eGrain Passport system in a real-life commercial situation. The following scope for the pilot has been agreed by the project steering group:

- Development of an eGrain Passport system, capable of being scaled to national requirements. This includes:
  - eGrain Passport database
  - Web portal

  - Mobile app portal for use by hauliers
- System to link with two assurance scheme databases to offer real-time assurance checking (TASCC and Red Tractor)
- System to allow for two-way flow of information e.g. quality data
- Live industry trials to be undertaken in two supply chains: malting barley and milling wheat

1.2 Basic concept

Central to the eGrain passport system is a database. This database can be accessed by all the relevant parts of the supply chain, namely growers, hauliers, merchants and processors, who can input and access passport information relating to the loads that they are involved in only. Indeed, there are permission settings in place to control access to the passport and load information on the database. As such, people will only be able to access the passports they are involved with and data that they have permission to view.

A key feature of the eGrain passport database is that it links with assurance records to offer real-time assurance checking. For the pilot, the database links with the Red Tractor database to offer farm assurance checks and the TASCC database for off-farm stores and haulier assurance checks. It is recognised in any potential national rollout, the eGrain passport system would need to link with the other relevant assurance bodies, including GTAS and SQC.

The central eGrain passport database used during the pilot can be accessed in a number of ways:

- Directly online via an eGrain passport portal
- Directly via system integration
- Directly via an eGrain passport Smartphone application for use by hauliers
- Indirectly via a dedicated eGrain passport Support Desk – ring 02476 478729 or email egrainpassport@adaptris.com

Additional functionality offered by the eGrain passport system is for growers to upload passport information in advance of a collection. This can either be done on an individual passport basis or by batch. A system feature known as ‘batches’ allows senders (e.g. growers and off-farm stores) to record and manage passport information for a particular 'batch' or heap of grain with the same characteristics. Using this feature, senders only need to input passport information relating to the batch once but can then assign the information to multiple passports at a later stage.

1.3 eGrain passport lifecycle

The eGrain Passport system works on the premise of starting with a “requirement” for grain from a recipient or end user. The passport then relies on each party in the chain completing their respective parts before the next party can complete theirs. Once a recipient has logged their requirement with their agent, the agent then assigns a sender and a transporter. Once those two parties have completed their information at point of collection, the load moves to

a “collected” status and all parties in the chain can see the passport information. When the load arrives at its destination and is tipped, it will move to an “accepted” status. Weight and quality data may be added by the recipient to be passed down the chain. The pilot aims to test this functionality. For detailed flow diagram of this process, please refer to section 5.1.

1.4 Definitions and abbreviations

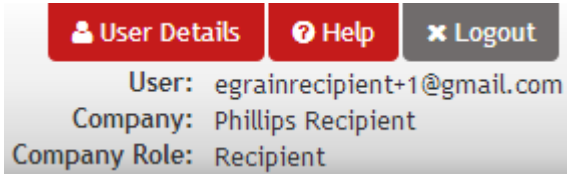
Term	Definition
Agent	A company that trades in commodities produced by others, i.e. merchant
Recipient	A company that receives grain, i.e. Processor or Off Farm Store
Sender	A company that sends grain i.e. Grower or Off Farm Store
Transporter	A company that transports grain, i.e. haulier, merchant/processor with their own transport or self-hauling grower
Business Relationships	Method to connect with the businesses you work with to enable interaction on the eGrain passport system
Alerts	Notifications that your company users will receive from the system, in the pilot phase all notifications will be sent via email
Company Administrator	User with administration rights over their company’s eGrain Passport account. This includes the ability to create other users
General User	A user without administration rights over their company’s eGrain Passport account
Batches	Method whereby a sender can assign a set of attributes such as variety and post-harvest treatment details to a stated quantity of grain.
Integrated Parties/Integration	Companies that have chosen to interact with the eGrain Passport system by sending/receiving data files rather than using the Web Portal
Assurance Status	Means whether or not a farm, haulier or central store is assured
Web Portal	A web portal which allows users to interface with the eGrain Passport database via the specified browsers
Top navigation bar	Located in the top right-hand corner of the screen, it contains the User Details, Help and Logout buttons
Menu bar	Located below the eGrain passport logo on the top left-hand corner of the screen

1.5 How to use this guide

This guide has been designed to follow the registration process (see Registration Process on page 9). If you need additional assistance, please contact the Support Desk on 02476 478729.

General Information

The top right-hand corner contains links to your User details, the Help page and the Logout button, throughout this document this section will be referred to as the top navigation bar (see image➡).

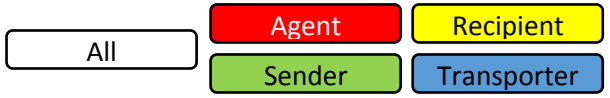


Below the eGrain passport logo in the top left-hand corner of the screen is the menu bar, this contains links to pages within the system, the options are dependent upon your user and company role (see image➡).

Each registered company will be assigned one or more roles (see image➡), each role has a defined set of actions within the eGrain passport system.

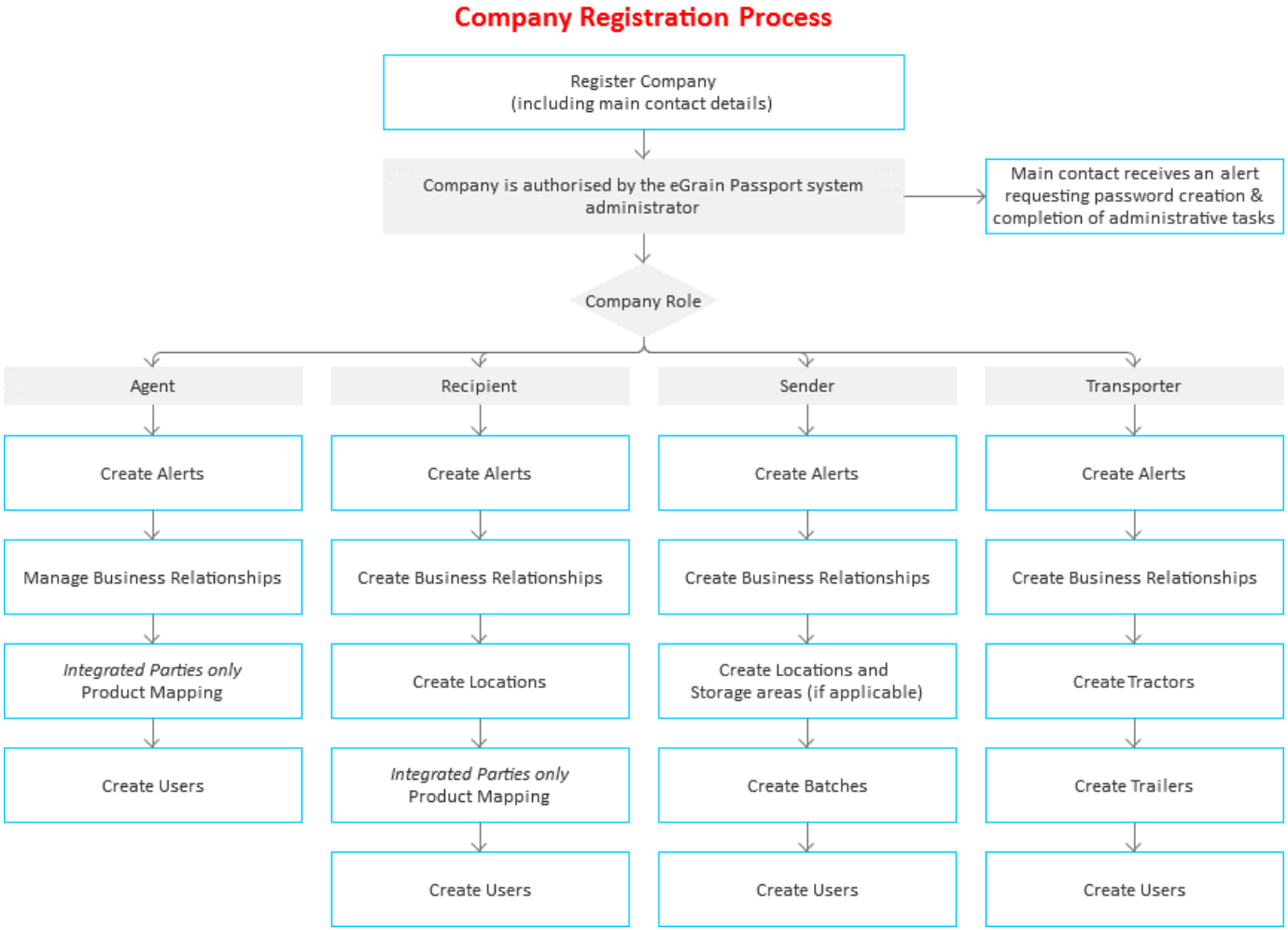
Agent – A company that trades in commodities produced by others, i.e. merchant or distributor
Recipient – A company that receives grain, i.e. processor or off-farm store
Sender – A company that sends grain, i.e. grower or off-farm store
Transporter – A company that transports grain, i.e. haulier or merchant/processor with their own transport

We have placed visual indicators against each section heading to advise which roles they apply to, if your company does not perform the relevant role you can skip this section.



2 Registration Process

Before you can begin to use the system there are a number of steps you need to perform.



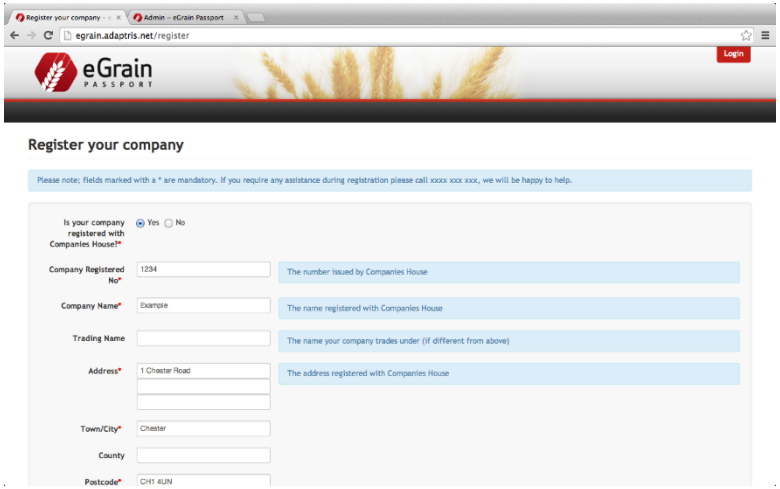
2.1 Company Registration

All

You will need the following information when registering your company:

- Main address
- Company registration number (if applicable)
- Assurance details:
  - Scheme
  - Certifying body
  - Membership ID
- Main contact details, i.e. person who will perform administrative tasks
  - Name
  - Email address

To register, simply complete all fields on the online form http://egrain.adaptris.net/register (see image➡). To ensure we have enough information to authorise your company we have made several fields mandatory, these fields are marked with an asterisk.



Additional Information

Company Roles (see image➡): you must select at least one primary role and then indicate all other roles your company may perform (if applicable). Each role has a defined set of actions within the eGrain passport system so it is important you select the correct ones, for example, only Transporters will be able to complete the Vehicle Hygiene section of the passport.

Company Roles

Agent – A company that trades in commodities produced by others, i.e. merchant or distributor

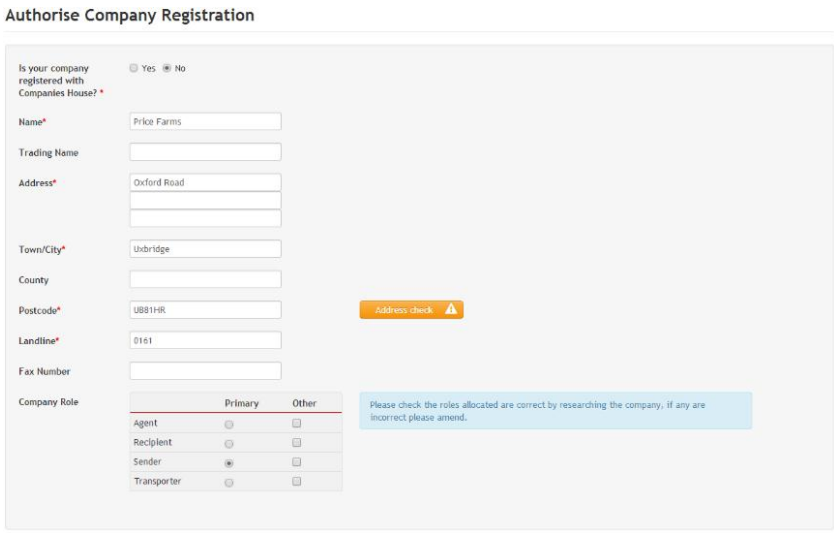
Recipient – A company that receives grain, i.e. processor or off-farm store

Sender – A company that sends grain, i.e. grower or off-farm store

Transporter – A company that transports grain, i.e. haulier or merchant/processor with their own transport

2.2 Authorising a company

Your company details will be reviewed by the system administrator who will check your registered number (if applicable), address and assurance details using inbuilt web checks. Once they have correctly identified your company, your main contact will receive an email containing a link to enable them to log in to the eGrain Passport system, they will be asked to complete a number of administrative tasks. Should there be a discrepancy, the system administrator will call your main contact to discuss.

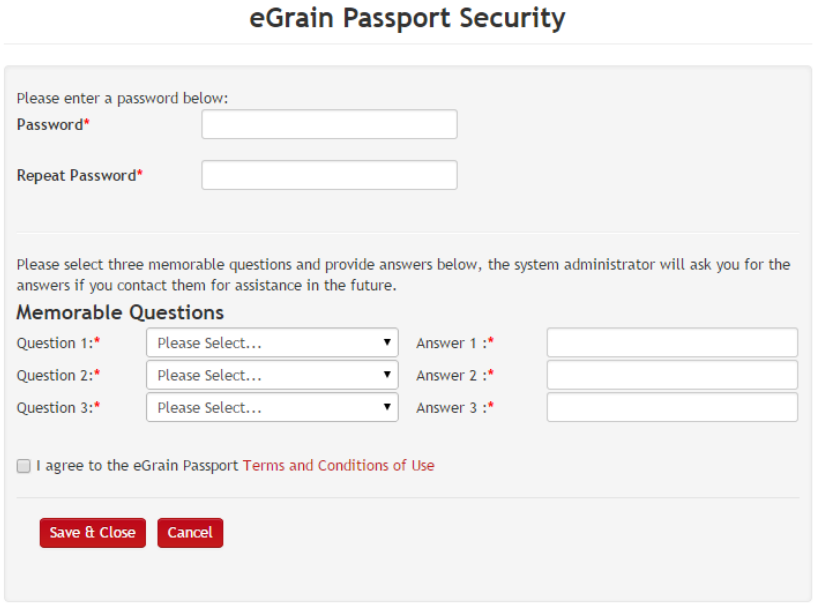


2.3 Creation of Company Administrator

When a company is authorised, the system will automatically create the Company Administrator, using the details of the main contact identified during registration. This person will receive an email containing a link to set their password and three memorable questions (image➡).

Once set and agreement confirmed, they are able to log in to the system.

http://egrain.adaptris.net/login/en

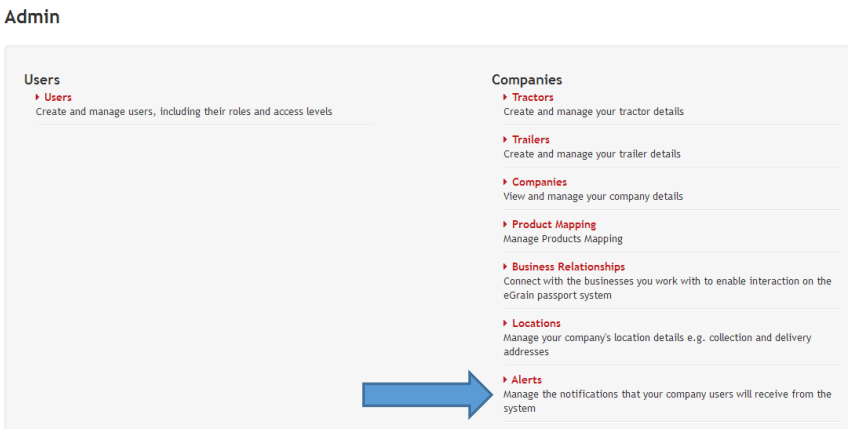

eGrain Passport Security
Please enter a password below:
Password*
Repeat Password*
Please select three memorable questions and provide answers below, the system administrator will ask you for the answers if you contact them for assistance in the future.
Memorable Questions
Question 1:*
Please Select...
Answer 1 :*
Question 2:*
Please Select...
Answer 2 :*
Question 3:*
Please Select...
Answer 3 :*
I agree to the eGrain Passport Terms and Conditions of Use
Save & Close
Cancel
Should you require any assistance please contact the system administrator on xxxx and they will be happy to assist.

2.4 Alerts

All

Alerts are notifications that your company users will receive from the system once an action has been performed, during the pilot phase all alerts will be in email format.

Alerts are found on the Administration page (select Administration on the menu bar).


Admin
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Create and manage users, including their roles and access levels
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Create and manage your tractor details
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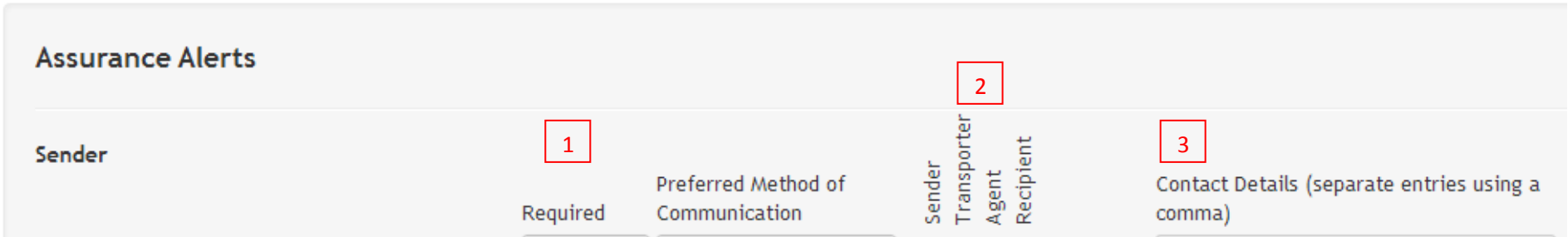
Manage your company's location details e.g. collection and delivery addresses
Alerts
Manage the notifications that your company users will receive from the system

2.4.1 Creating an alert

All

Please follow the steps below:

1. Change required from No to Yes
2. Choose the user role
3. Enter contact details – enter individual email addresses, separate entries with a ‘,’ i.e. clare.phillips@f4f.com or neil.paton@f4f.com
4. Select
    a. Save & Close (bottom of the page): will save changes and close the page
    b. Cancel: will close the page without saving any details



2.4.2 Managing Alerts

All

Alerts can be amended at any time, simply open the alerts page and adjust the relevant setting(s).

Alerts Tip

Alerts are an excellent way to keep track of your loads, however, it important to note that an alert is sent for each action performed, for example, if you enter 20 loads onto the system and all 20 loads are immediately assigned, users set up to receive 'Load Assigned' alerts will receive 20 emails and can quickly become disinterested. So when creating alerts, it's important to review who is interested in the alert and how this will benefit them, remember they can always log in to the system and view loads, etc.

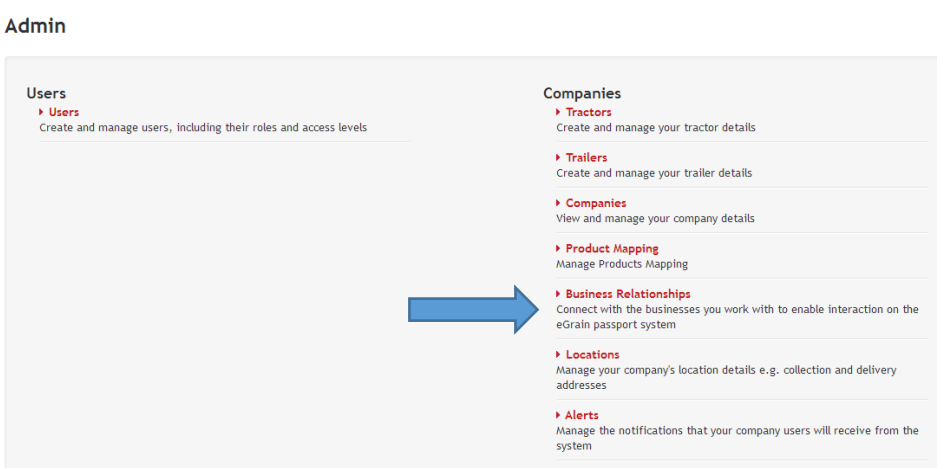
2.5 Business Relationships

All

In order to interact with businesses you work with, a current business relationship must exist, this relationships allows you to control who can see your company details.

Senders, Recipients and Transporters create business relationships with Agents, they are found on the Administration page (select Administration on the menu bar). Agents accept the business relationship created by the other parties.

When selected, the system will open the business relationship list page (see image➡), this page allows you to create new business relationships and edit existing ones.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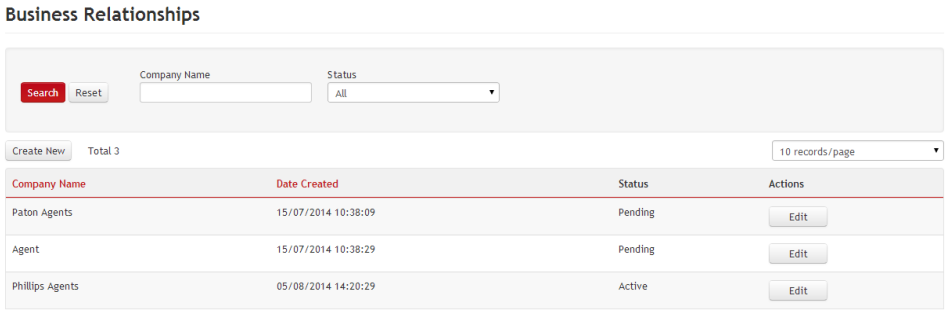
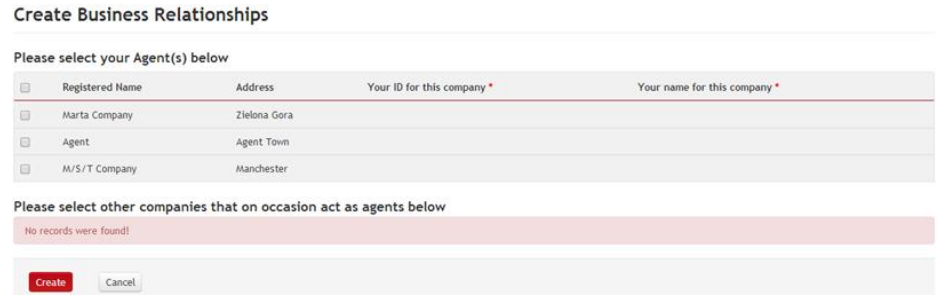


Important information

Business relationships have been split into two categories:

1. Agents: this category displays all companies whose primary role is trades in commodities produced by others
2. Others who, on occasion, act as an agent: this category displays companies whose main role is a Sender/Transporter or Recipient but, on occasion, do act as an agent, for example, a Sender may use an agent to sell their product however, on occasion, they sell direct to the recipient

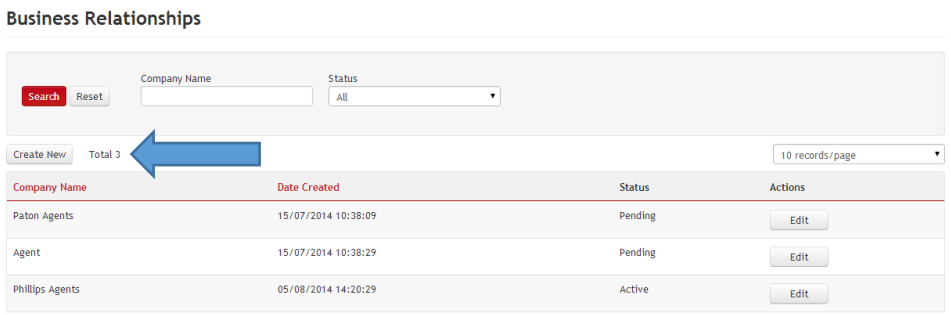


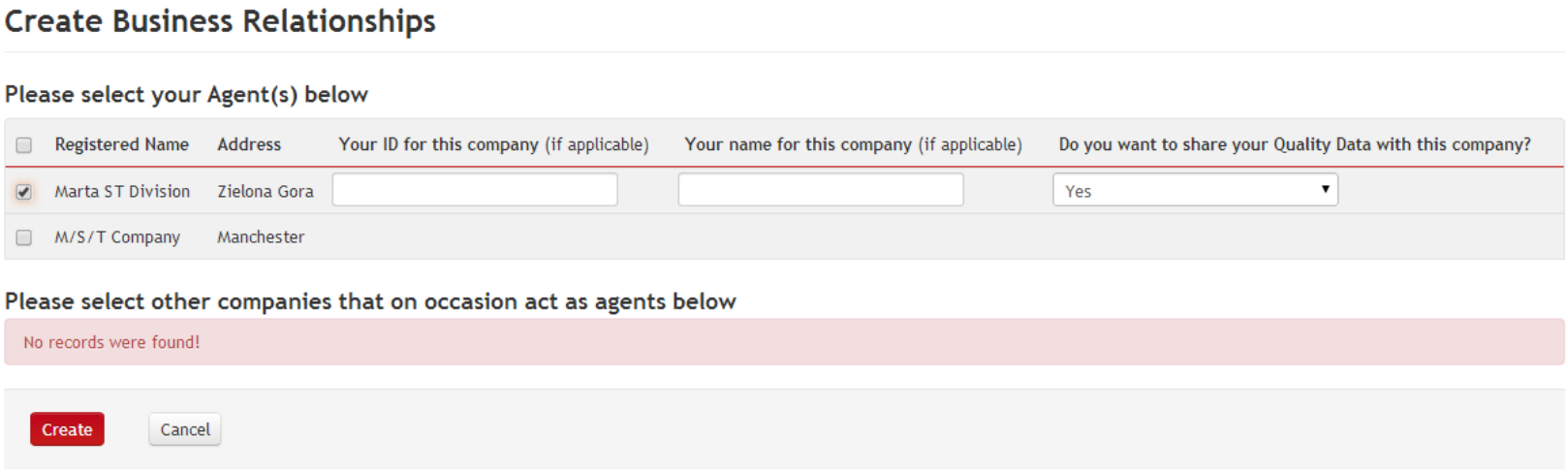
2.5.1 Creating a Business Relationship

Recipient | Sender | Transporter

Please follow the steps below:

1. Select 'Create New' on the list page (see image➡), this will open the 'Create Business Relationships' page below.
2. Select the company(s) you wish to interact with, once selected, the 'Your ID for this company' and 'Your name for this company' will become editable, these fields are mandatory for integrated parties. Recipients will also see the field 'Do you want to share your quality data with this company?'
3. Select:
    a. Create: will save changes and close the page, then send an email to the other company(s) asking them to accept the new relationship
    b. Cancel: will close the page without saving any details





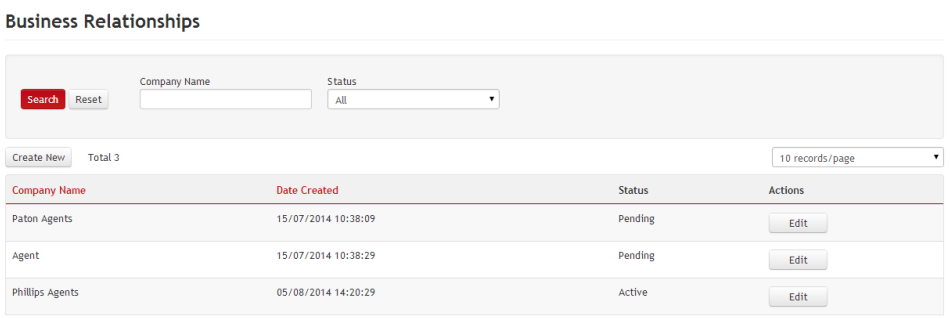
Business Relationship tips

Companies are registered with their official name, however many trade under another name. To facilitate this, the system allows you to enter the alternative name in the 'Your name for this company' field. Once entered, the system will display the alternative name for all your users.

2.5.2 Managing Business Relationships

All

Business relationships can be amended at any time, simply edit the business relationship, adjust the relevant fields and save the changes. If you no longer interact with a company, you can disable the relationship by editing it and changing its status to 'Inactive', the company will no longer be able to interact with you and vice versa.

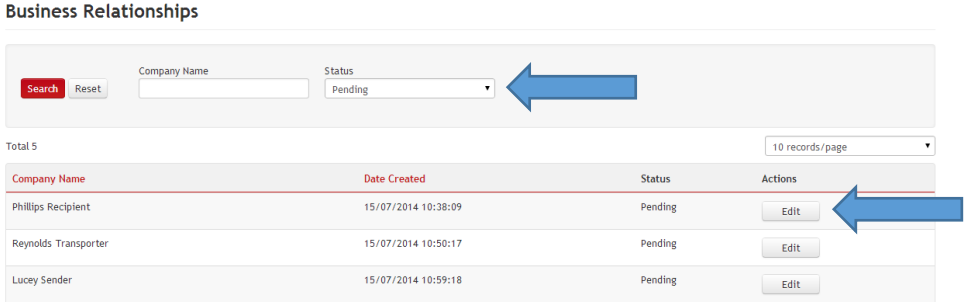


2.5.3 Agents Accepting/Rejecting Business Relationships

Agent

Please follow the steps below:

1. Filter the business relationship list page by Status = Pending (see image➡).
2. Select 'Edit' on the relevant business relationship (see image➡), this will open the 'Edit Business Relationships' page below.
3. Enter the relevant details, the fields 'Your ID for this company' and 'Your name for this company' are mandatory for integrated parties. If a Sender has created the relationship, the field 'Do you want to share your quality Data with this company?' will appear. The 'Company Locations' section appears when a Sender or Recipient has created a relationship, this section is only relevant to integrated parties, it allows them to map the Sender/Recipient locations.
4. Select:
    a. Accept: will save changes, change the status to active and close the page. You can now interact with the company
    b. Reject: will not save changes, change the status to Rejected and close the page. You will not be able to interact with the company and vice versa
    c. Close: will not save changes, the pending status will remain and the page will close. You will not be able to interact with the company and vice versa



Business Relationship Details

eGrain Company ID	1131
Company Name	Lucey Sender
Your ID for this company*	
Your name for this company*	Lucey Sender
Do you want to share your Quality Data with this company?	Yes

Accept Reject Cancel

Company Locations

Integrated Parties: If you would like to map these locations please enter your IT systems ID for each location in the box provided and select Save or Save & Close. If you do not enter your ID's the system will try and map locations based on postcode and/or the Vendors primary site.

Location Name	Address	Postcode	Location Type	System ID	Actions
Lucey Farms	Fulshaw Farm, Alderley Road, Wilmslow	SK9 1RL	Collection Address		

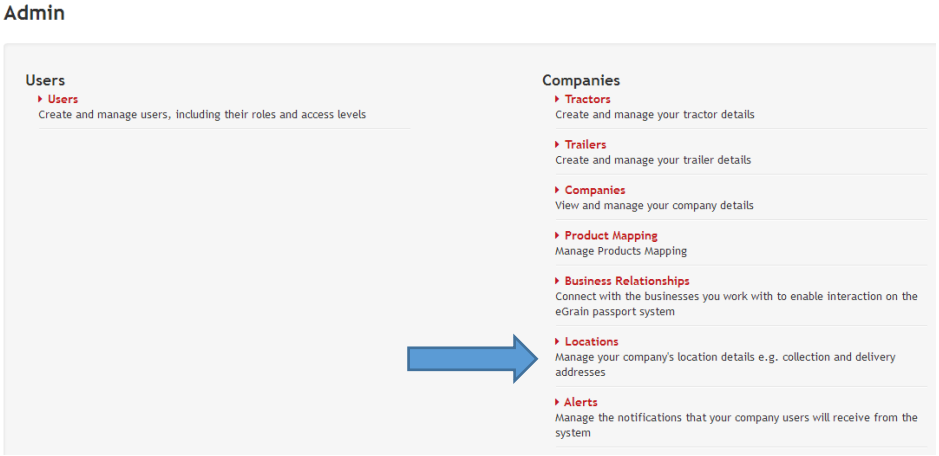
2.6 Locations

Recipient Sender

To ensure loads are collected from and delivered to the correct locations, Senders will need to create collection locations and recipients will need to create delivery locations.

Locations are found on the Administration page (select Administration on the menu bar). The option to create locations is driven by your company role.

When selected, the system will open the locations list page, this page allows you to create new locations and edit existing ones.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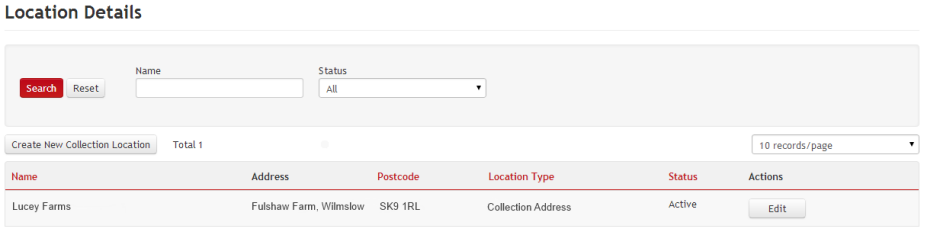
Collection Locations

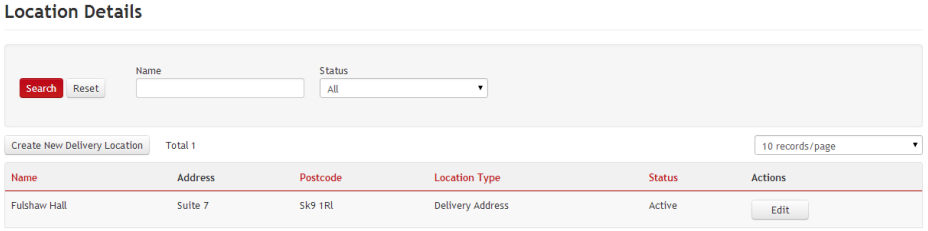
During the pilot phase, all collection locations details will pull from the Red Tractors or TASCC database, if a location does not appear on their database you will not be able to create it on the eGrain passport system, similarly, if there are incorrect details on their database they will appear on the eGrain passport system. To amend these you will need to contact your certifying body and ask them to amend.

Storage and Sub Storage areas can be created within each collection location.



Delivery Locations

When creating your delivery location, you will be asked to check the address, to ensure correct address details are entered.



Location tips

Creating all your locations in advance will ensure loads can be processed efficiently.

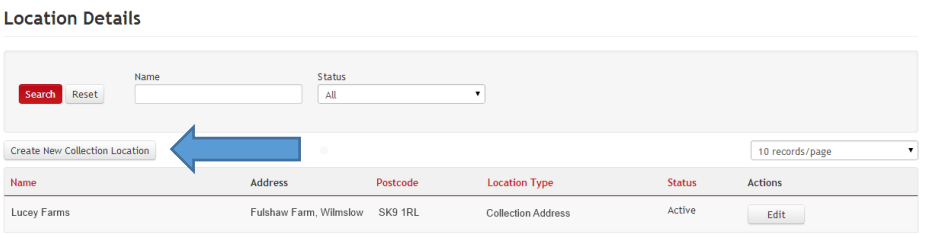
2.6.1 Creating Collection Locations

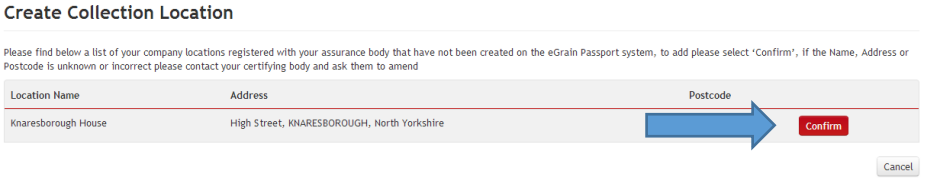
Sender

Please follow the steps below:

1. Select 'Create New Collection Location' on the list page (see image➡), this will open the 'Create Collection Location' page that contains all locations stored on Red Tractor or TASCC database.

2. Select:
   a. Confirm against the relevant location: this will save the location in the eGrain passport system and close the page
   b. Cancel: will close the page without saving any details




Create Collection Location
Please find below a list of your company locations registered with your assurance body that have not been created on the eGrain Passport system, to add please select 'Confirm', if the Name, Address or Postcode is unknown or incorrect please contact your certifying body and ask them to amend
Location Name
Address
Postcode
Knaresborough House
High Street, KNARESBOROUGH, North Yorkshire
Confirm
Cancel

2.6.2 Creating Delivery Locations

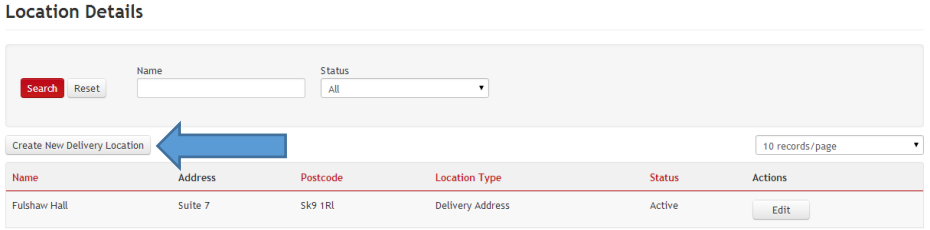
Recipient

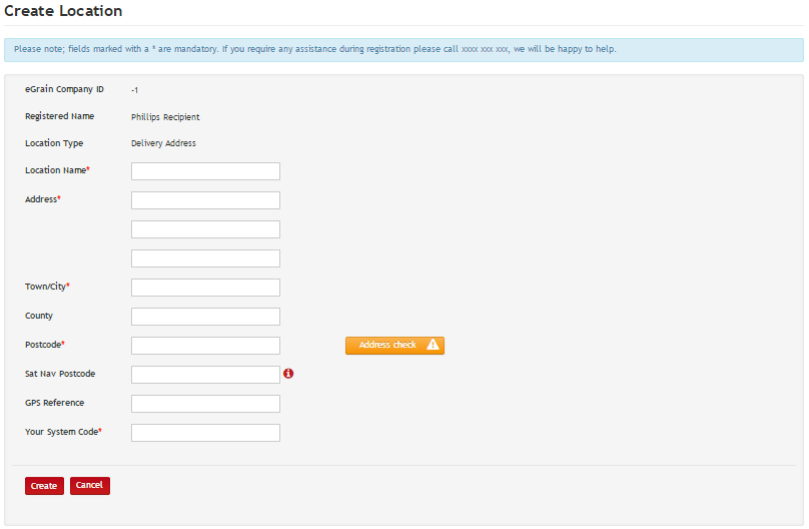
Please follow the steps below:

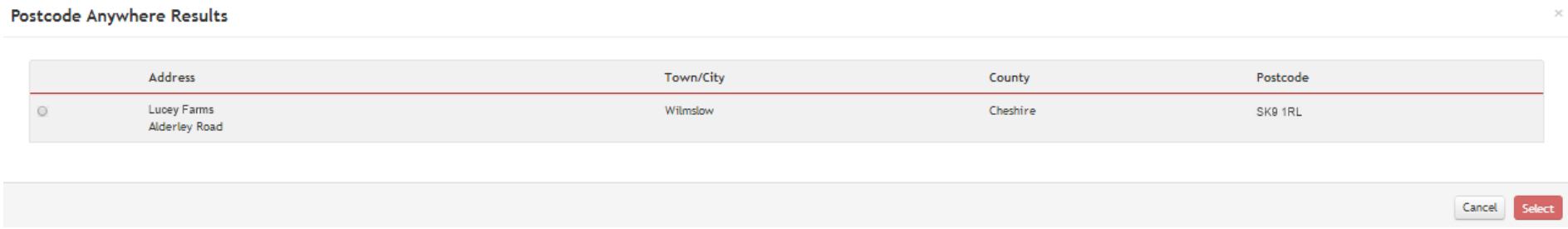
1. Select 'Create New Delivery Location' on the list page (see image➡), this will open the 'Create Location' page.

2. Enter the details and select 'Address Check', the Postcode Anywhere box will appear listing addresses that fit the criteria, please select the relevant one and press Select. Important: if the correct address does not appear, select Cancel, the system will still allow you to create the location.

3. Select:
   a. Create: this will save the location and close the page
   b. Cancel: will close the page without saving the details







2.6.3 Managing Locations

Recipient Sender

Locations can be amended at any time, simply edit the locations, adjust the relevant fields and save the changes. If you no longer use a location, simply edit it and change its 'Is Active' status to 'No', the location will no longer appear as a valid location when creating/editing loads, passport or batches.

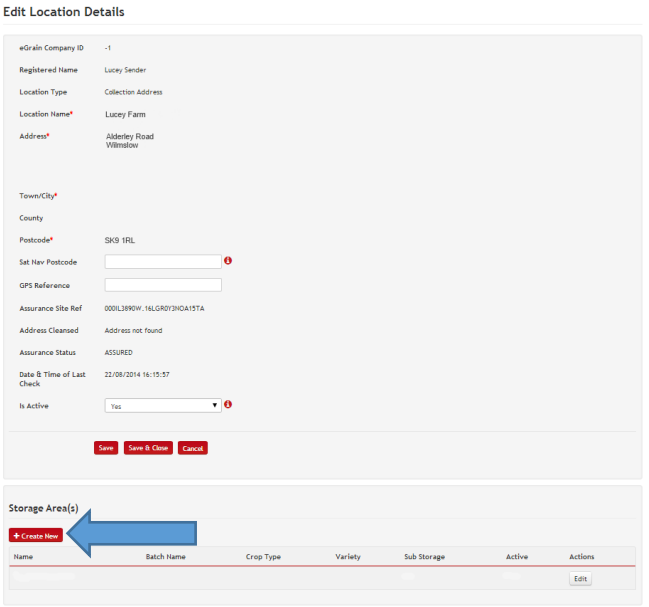
Important: during the pilot phase, collection location address details cannot be edited as stated above. All changes must be forwarded to the relevant certification body.

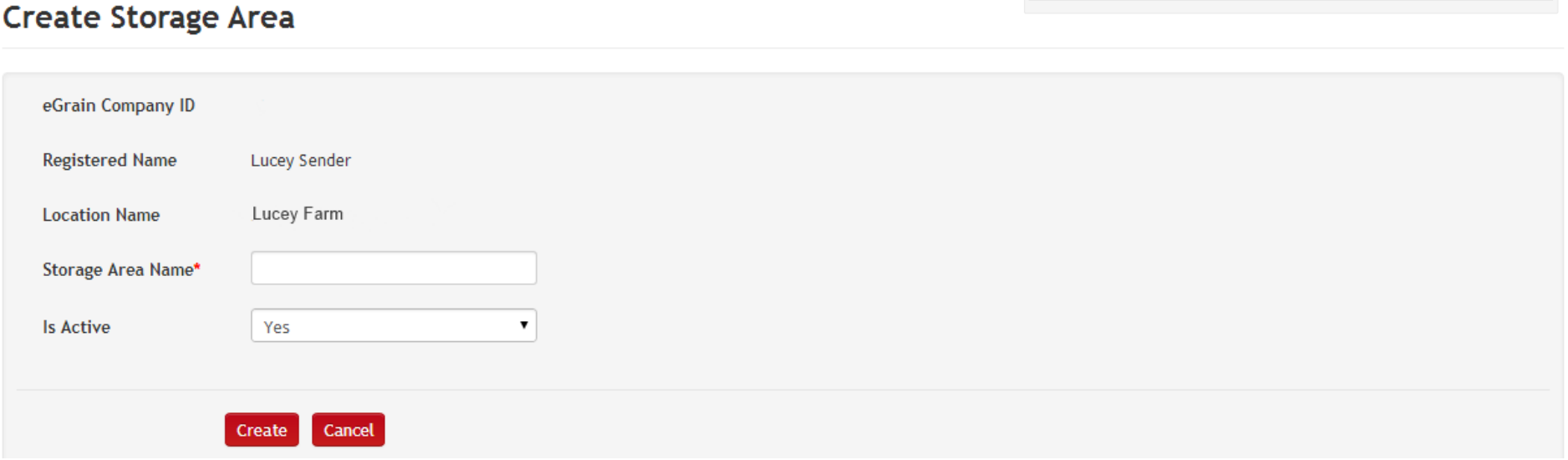
2.6.4 Creating Storage Locations

Sender

Please follow the steps below:

1. Select 'Create New' on the relevant Location page (see image ➡), this will open the 'Create Storage Area' page (see below)
2. Enter storage name
3. Select:
   a. Create: this will save the storage area and close the page
   b. Cancel: will close the page without saving any details





2.6.5 Managing Storage Areas

Sender

Storage areas can be amended at any time, simply edit the storage area page, adjust the relevant fields and save the changes. If you no longer use the storage area, simply edit it and change its 'Is Active' status to 'No', the storage area will no longer appear when editing passport or batches.

2.6.6 Creating Sub Storage Locations

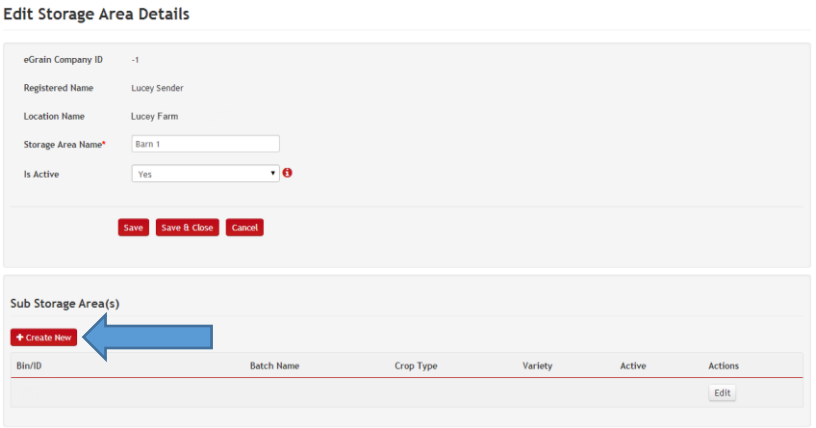
Sender

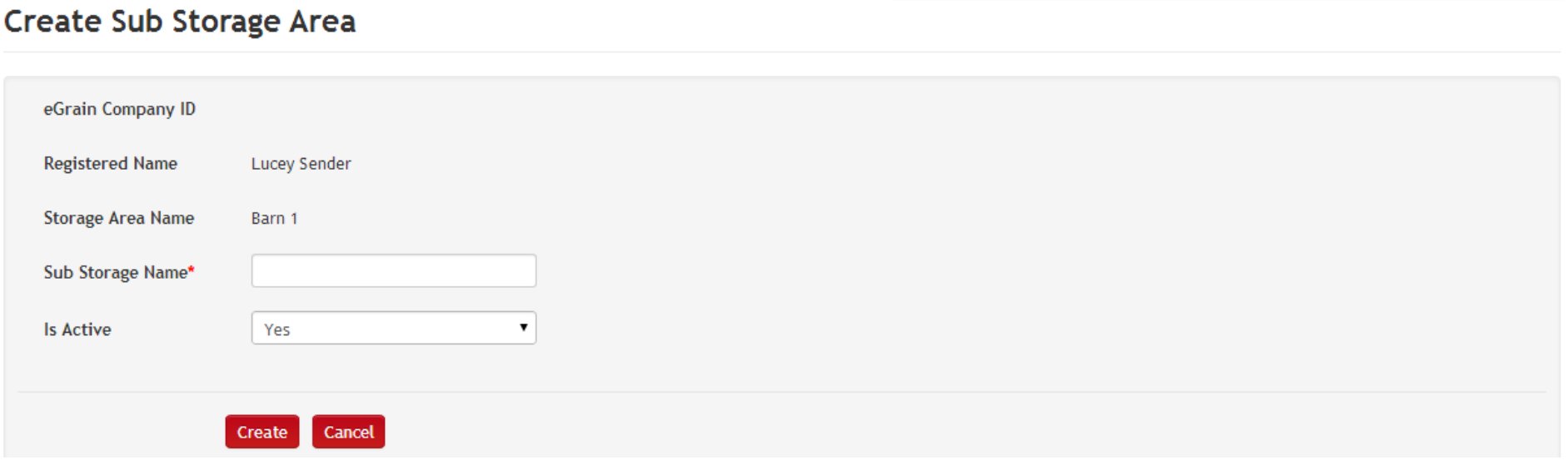
Please follow the steps below

1. Select 'Create New' on the relevant Storage Area page (see image➡), this will open the 'Create Sub Storage Area' page (see below)

2. Enter sub storage name

3. Select:
   a. Create: this will save the storage area and close the page
   b. Cancel: will close the page without saving any details





2.6.7 Managing Sub Storage Areas

Sender

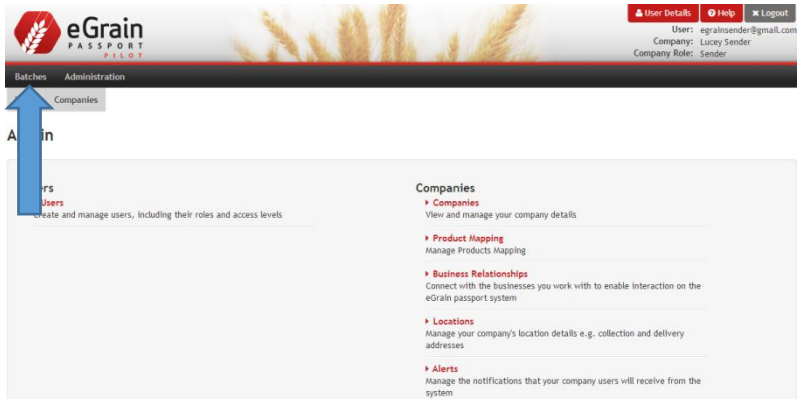
Sub storage areas can be amended at any time, simply edit the sub storage area page, adjust the relevant fields and save the changes. If you no longer use the sub storage area, simply edit it and change its 'Is Active' status to 'No', the sub storage area will no longer appear when editing passport or batches.

2.7 Batches

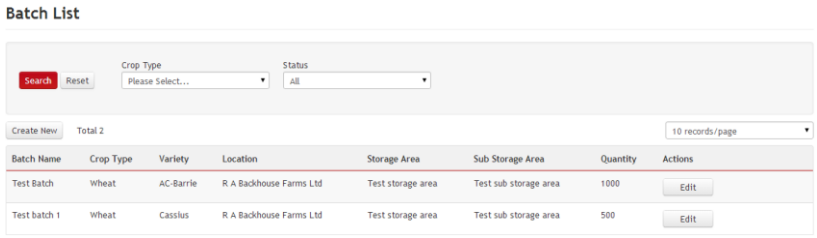
Sender

Batches allow you to record and manage passport information for a particular 'batch' of grain in advance of a collection. You will be able to assign this information to multiple passports at a later stage.

To access Batches, select the option on the menu bar.



When selected, the system will open the batches list page (see image➡), this page allows you to create new batches and edit existing ones.



Important Information

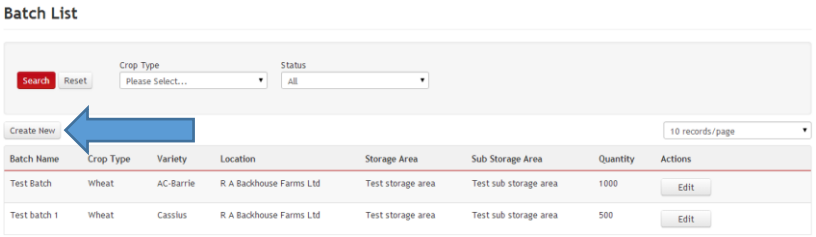
Other companies will not be able to view your batch information, however, once you have assigned a batch to a passport they will be able to see the passport that contains these details.

2.7.1 Create a Batch

Sender

Please follow the steps below:

1. Select 'Create New' on the batch list page (see image ➡), this will open the 'Create Batch' page (see below)
2. Enter details
3. Select:
    a. Create: this will save the batch and close the page
    b. Cancel: will close the page without saving any details



2.7.2 Managing Batches

Sender

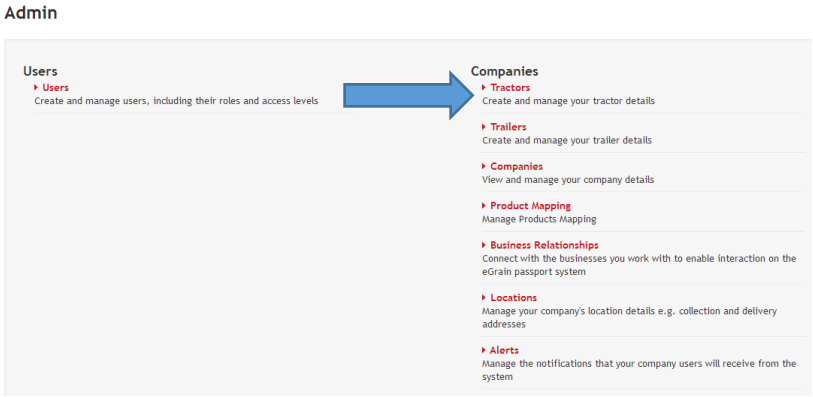
Batches can be amended at any time, simply edit the batch, adjust the relevant fields and save the changes. If the batch is no longer applicable, you can disable it by editing it and changing its 'Is Active' status to 'No', the batch will no longer appear when assigning batches to passports.

2.8 Tractors

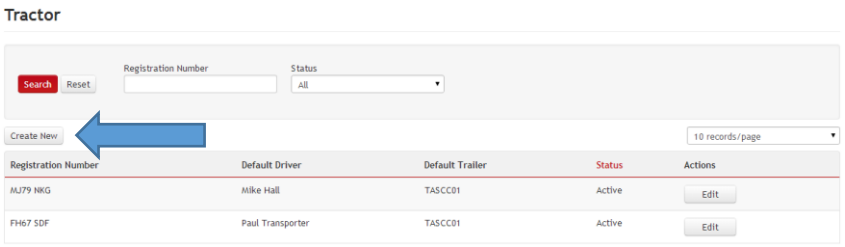
Transporter

If you enter your tractors' details on the system, you can easily assign them to passports. You can also assign a tractor to a driver, then as each load is assigned to a driver the passport will pre-populate with the default tractor details.

Tractors are found on the Administration page (select Administration on the menu bar).


Admin
Users
Users
Create and manage users, including their roles and access levels
Companies
Tractors
Create and manage your tractor details
Trailers
Create and manage your trailer details
Companies
View and manage your company details
Product Mapping
Manage Products Mapping
Business Relationships
Connect with the businesses you work with to enable interaction on the eGrain passport system
Locations
Manage your company's location details e.g. collection and delivery addresses
Alerts
Manage the notifications that your company users will receive from the system

When selected, the system will open the tractor list page (see image ➡), this page allows you to create new batches and edit existing ones.

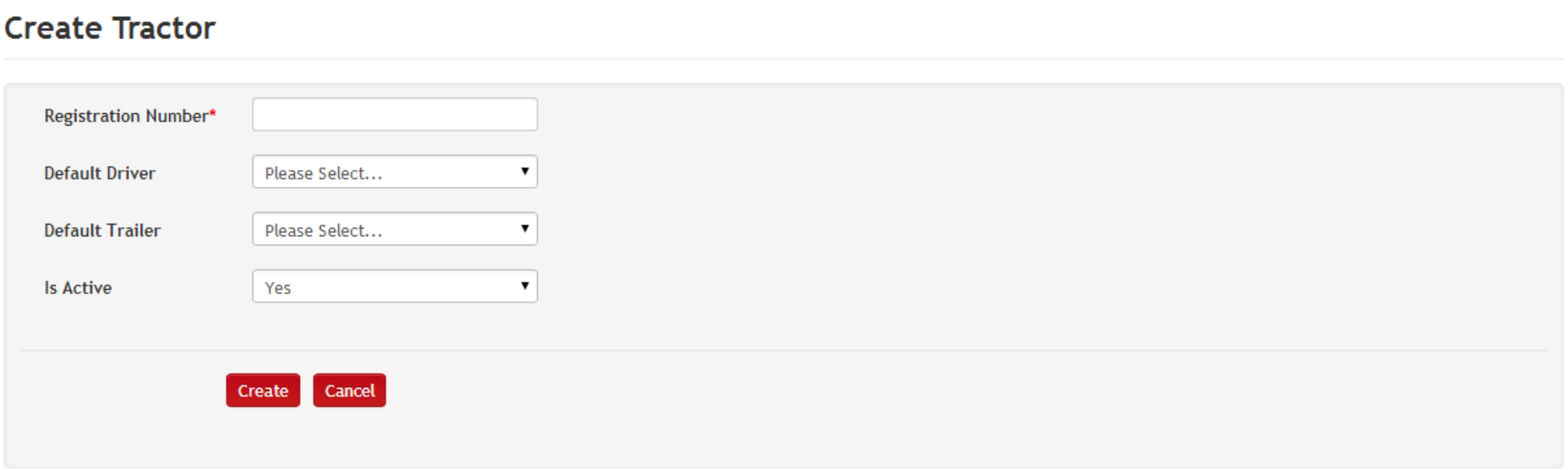


2.8.1 Create Tractor

Transporter

Please follow the steps below:

1. Select 'Create New' on the tractor list page (see image ➡), this will open the 'Create Tractor' page (see below)
2. Enter details
3. Select:
    a. Create: this will save the batch and close the page
    b. Cancel: will close the page without saving any details



2.8.2 Managing Tractors

Transporter

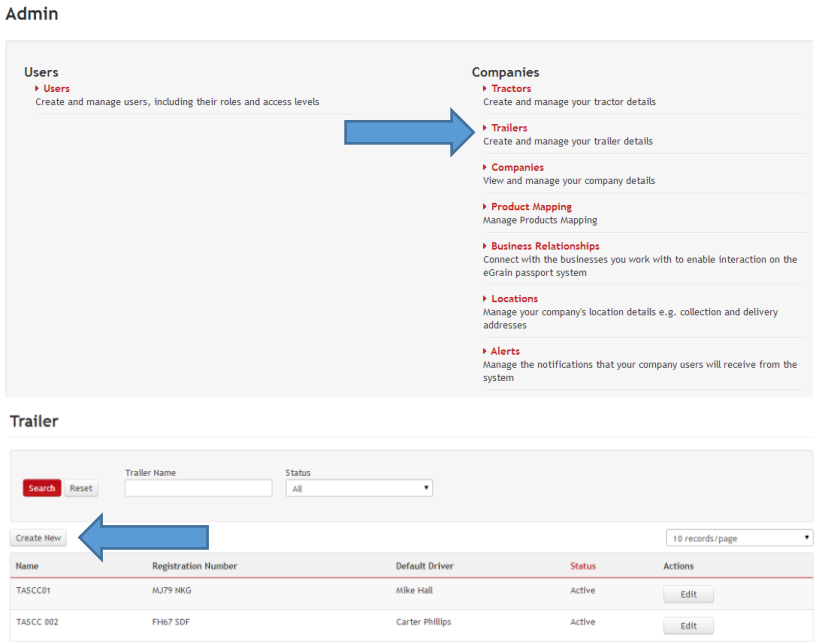
Tractors can be amended at any time, simply edit the tractor, adjust the relevant fields and save the changes. If the tractor is no longer applicable you can disable it by editing it and changing its 'Is Active' status to 'No', the tractor will no longer appear when editing loads or passports.

2.9 Trailers

Transporter

If you enter your trailer details on the system, you can easily assign them to passports. You can also assign a trailer to a driver, then as each load is assigned to a driver the passport will pre-populate with the default trailer details.

Trailers are found on the Administration page (select Administration on the menu bar).



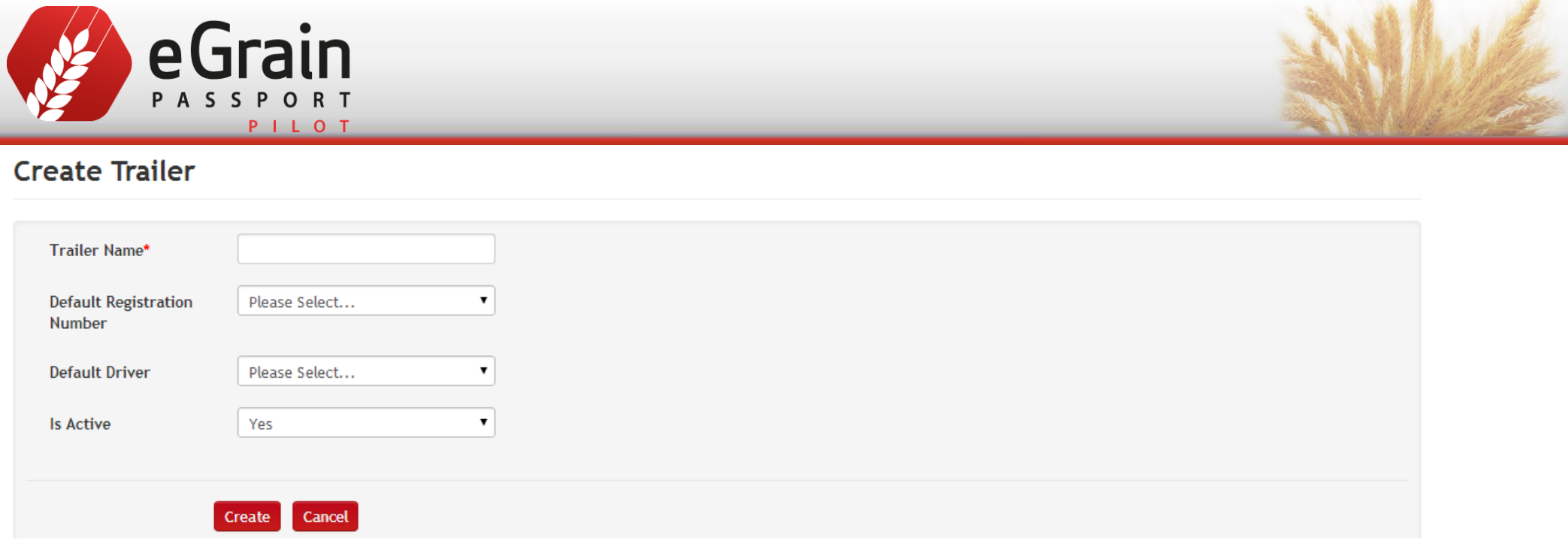
When selected, the system will open the trailer list page (see image➡), this page allows you to create new trailers and edit existing ones.

2.9.1 Create Trailer

Transporter

Please follow the steps below:

1. Select 'Create New' on the trailer list page (see image➡), this will open the 'Create Trailer' page (see below)
2. Enter details
3. Select:
    a. Create: this will save the batch and close the page.
    b. Cancel: will close the page without saving any details.



2.9.2 Managing Trailers

Transporter

Trailers can be amended at any time, simply edit the trailer, adjust the relevant fields and save the changes. If the trailer is no longer applicable, you can disable it by editing it and changing its 'Is Active' status to 'No', the trailer will no longer appear when editing loads or passports.

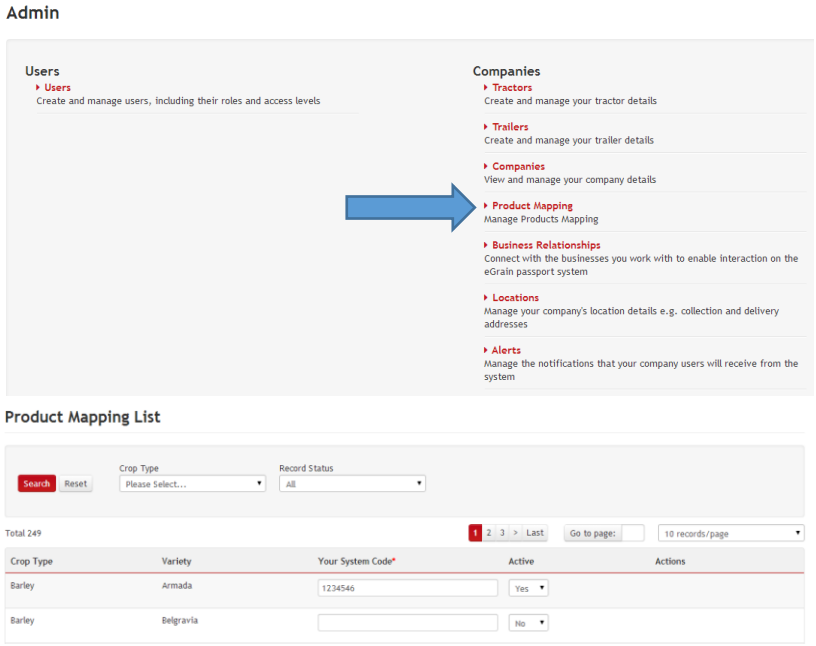
2.10 Product Mapping

Agent* Recipient* *Integrated parties only

Integrated parties must match their product codes with the ones on the eGrain passport system to ensure all loads sent via the integrated route, i.e. XML/CSV, etc. are processed.

Product mapping can be found on the Administration page (select Administration on the menu bar).

When selected, the system will open the product mapping list page (see image), this page allows you to create new mappings and edit existing ones.

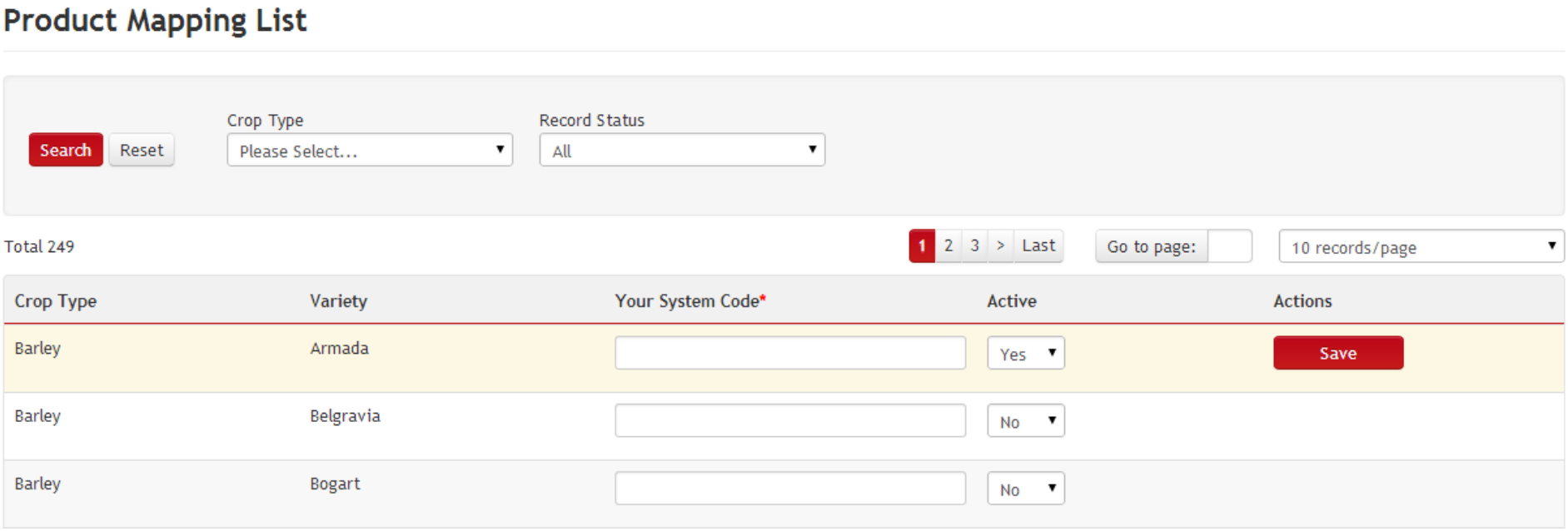


2.10.1 Create Product Mapping

Agent* Recipient* *Integrated parties only

Please follow the steps below:

1. Open mapping list page (see below)
2. Enter 'Your System Code'
3. Change 'Active' status to Yes
4. Select Save



2.10.2 Manage product mapping

Agent* Recipient* *Integrated parties only

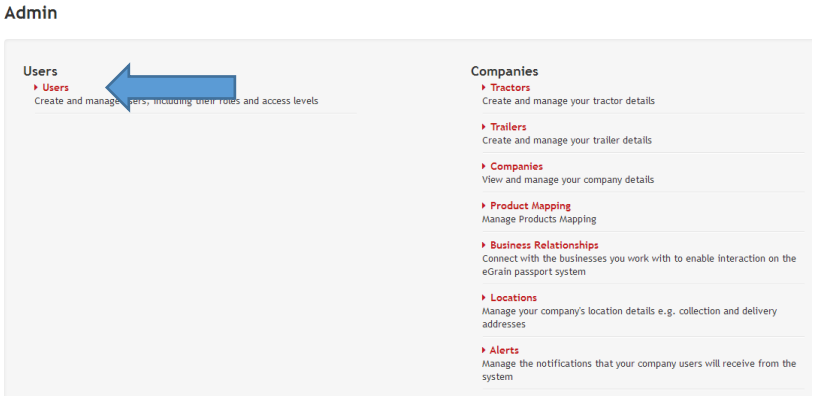
Product mapping entries can be amended at any time, simply open the product mapping list page, adjust the relevant fields and save the changes. If the mapping is no longer applicable, you can disable it by editing it and changing its 'Is Active' status to 'No', the system will no longer look at this mapping when importing integrated loads.

2.11 Users

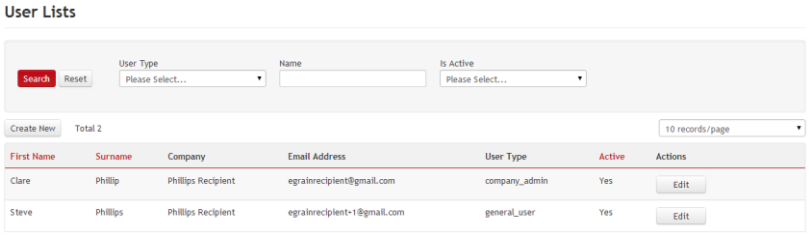
All

Similar to companies, all users are assigned a role(s) and each role has a defined set of permissions, the roles that can be assigned will be dependent upon the company roles (please see section 1.3 How to use this guide for explanation of company roles).

Users can be found on the Administration page (select Administration on the menu bar).

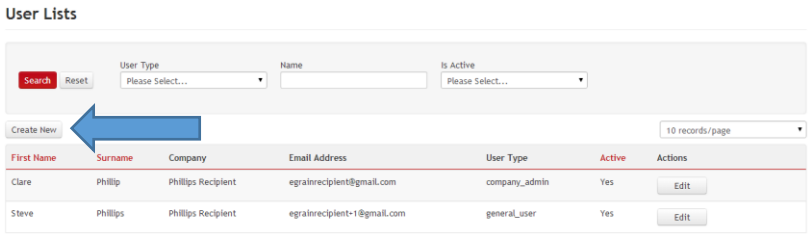

Admin
Users
Users
Create and manage users, including their roles and access levels
Companies
Tractors
Create and manage your tractor details
Trailers
Create and manage your trailer details
Companies
View and manage your company details
Product Mapping
Manage Products Mapping
Business Relationships
Connect with the businesses you work with to enable interaction on the eGrain passport system
Locations
Manage your company's location details e.g. collection and delivery addresses
Alerts
Manage the notifications that your company users will receive from the system

When selected, the system will open the user list page (see image), this page allows you to create new users and edit existing ones.



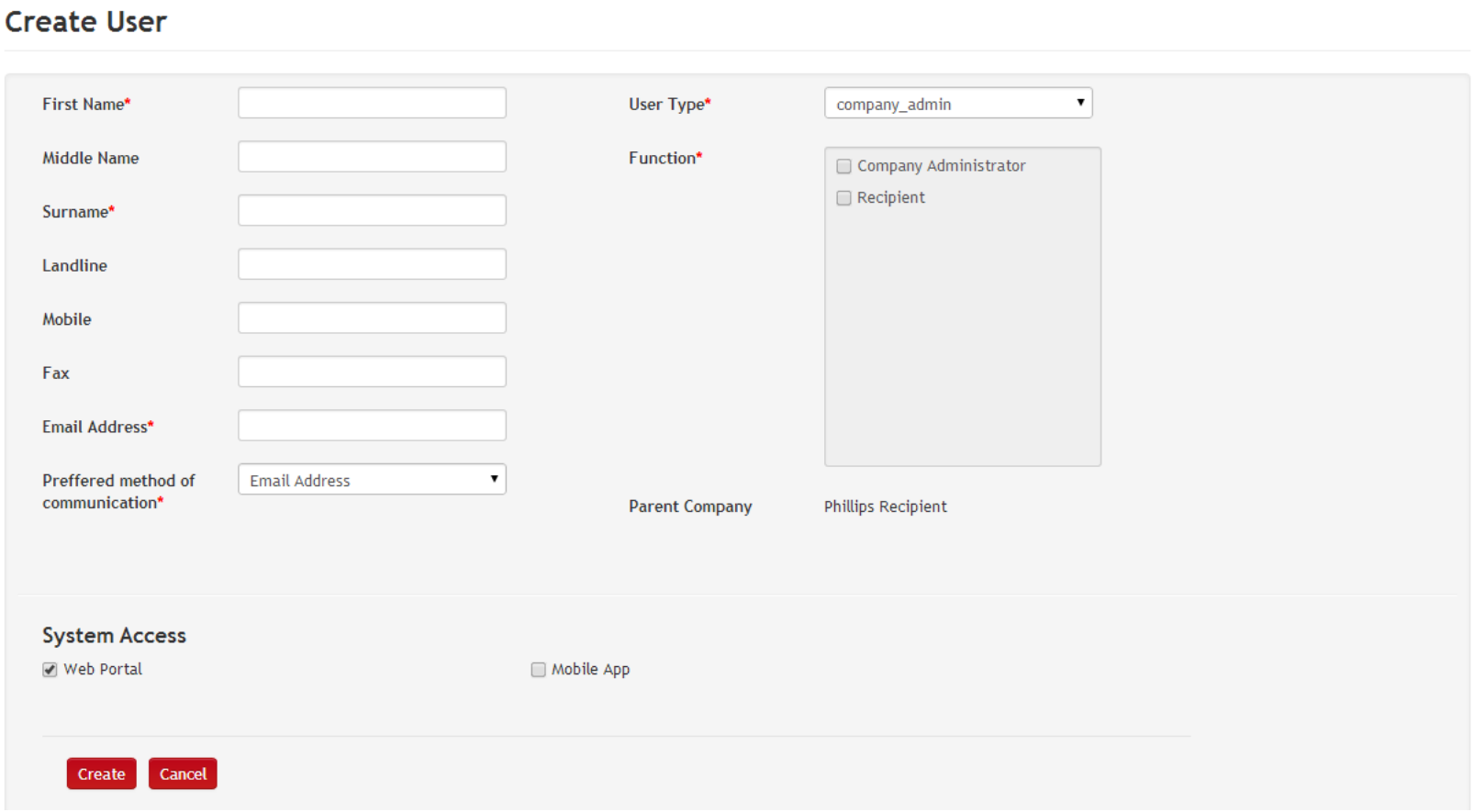
2.11.1 Creating Users

All



Please follow the steps below:

1. Select 'Create New' on the user list page (see image ➡), this will open the 'Create User ' page (see below)
2. Enter details
3. Select:
    a. Create: this will save the user, send them the new user email and close the page
    b. Cancel: will close the page without saving any details



2.11.2 User security

All

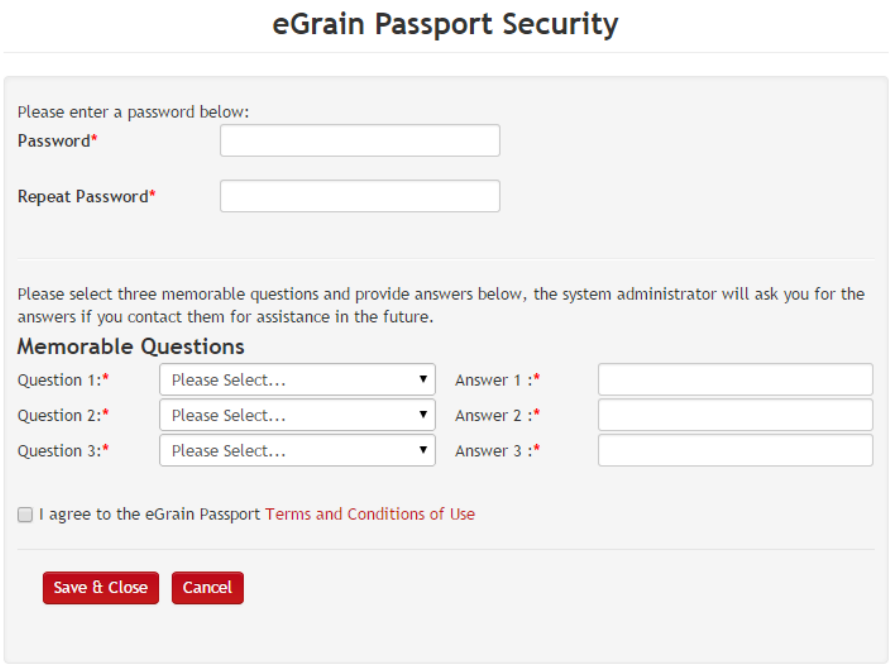
Before logging in to the system, all users will have to set their passwords, three memorable questions (user to verify account when contacting support) and agree to the eGrain Passport terms and conditions of use, this is done by clicking on the link within the new user email sent upon creation of account (see image➡).

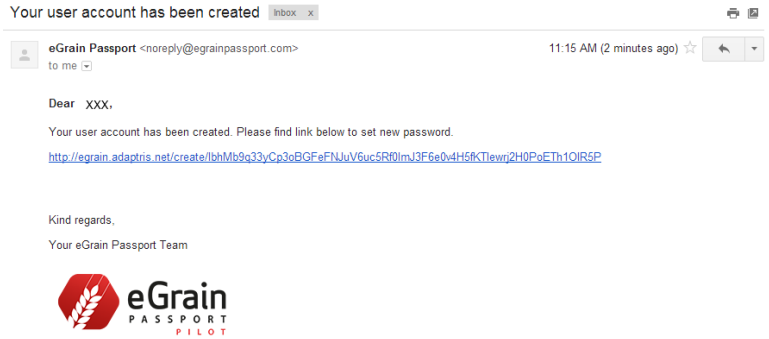
All

2.11.2.1 Setting password, memorable questions and agreeing to the terms and conditions of use

Please follow the steps below:

1. Click on link within new user email (see image➡), this will open the 'eGrain Passport Security' page (see below)
2. Enter details
3. Select:
    c. Save & Close: this will save the details, close the security page and open the Login page
    d. Cancel: will close the page without saving any details


eGrain Passport Security
Please enter a password below:
Password*
Repeat Password*
Please select three memorable questions and provide answers below, the system administrator will ask you for the answers if you contact them for assistance in the future.
Memorable Questions
Question 1:*
Please Select...
Answer 1 :*
Question 2:*
Please Select...
Answer 2 :*
Question 3:*
Please Select...
Answer 3 :*
I agree to the eGrain Passport Terms and Conditions of Use
Save & Close
Cancel
Should you require any assistance please contact the system administrator on xxxx and they will be happy to assist.

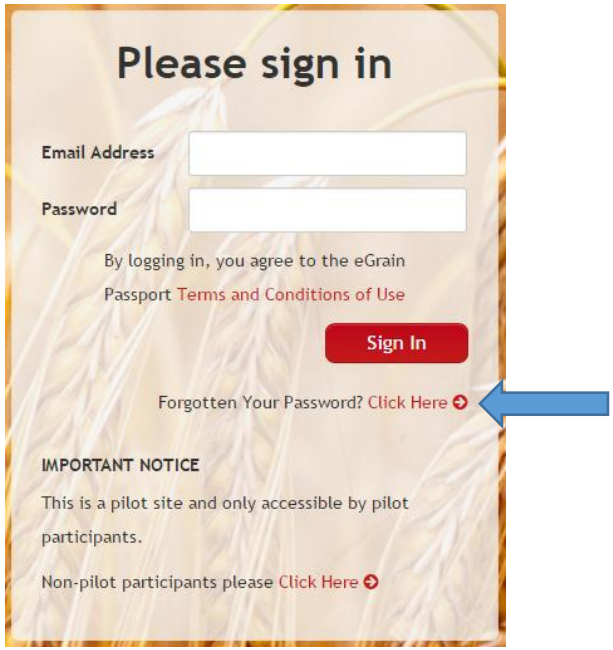


3. Logging In

All

To log in to the system, open a web browser and go to http://egrain.adaptris.net/login/en

Complete the login details, i.e. your registered email address and password, then click 'Sign In'.


Please sign in
Email Address
Password
By logging in, you agree to the eGrain
Passport Terms and Conditions of Use
Sign In
Forgotten Your Password? Click Here
IMPORTANT NOTICE
This is a pilot site and only accessible by pilot participants.
Non-pilot participants please Click Here

3.1 Forgotten Login details

All

Forgotten Email Address: please contact your company administrator, if they are not available, please call support.

Forgotten Password: please refer to section 3.2 resetting your password, below.

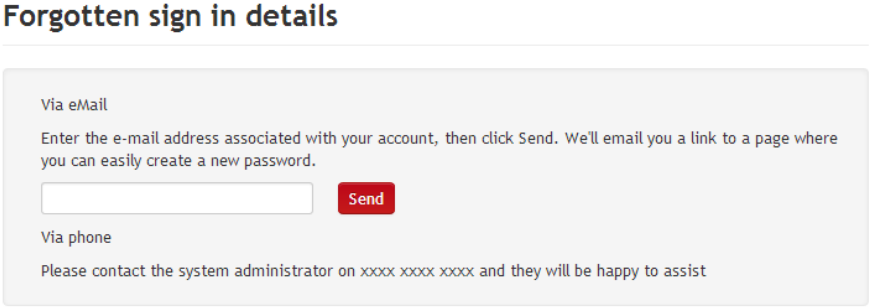
3.2 Resetting your password

All

If you experience difficulty logging on due to a password problem, there is a link on the login page to assist, i.e. 'Forgotten Your Password? Click here' (see image➡)

Please sign in
Email Address
Password
By logging in, you agree to the eGrain Passport Terms and Conditions of Use
Sign In
Forgotten Your Password? Click Here
IMPORTANT NOTICE
This is a pilot site and only accessible by pilot participants.
Non-pilot participants please Click Here

When selected, the system will open the 'Forgotten sign in details' page. Simply enter your registered email address and click 'Send', you will receive an email containing a link to the page where you can set a new password.


Forgotten sign in details
Via eMail
Enter the e-mail address associated with your account, then click Send. We'll email you a link to a page where you can easily create a new password.
Send
Via phone
Please contact the system administrator on xxxx xxxx xxxx and they will be happy to assist

4. Site Administration

All

Once logged in to the eGrain passport system, users with the company administration role are taken to the System Administration homepage, the options available will be dependent upon your company role(s).

The Administration homepage can be used to manage:

All roles

- Users: create and manage users, including their roles and access levels
- Company Information: view and manage company details
- Business relationships: connect with the businesses you work with to enable interaction on the eGrain passport system
- Alerts – manage the notifications that your company users will receive from the system

Recipients

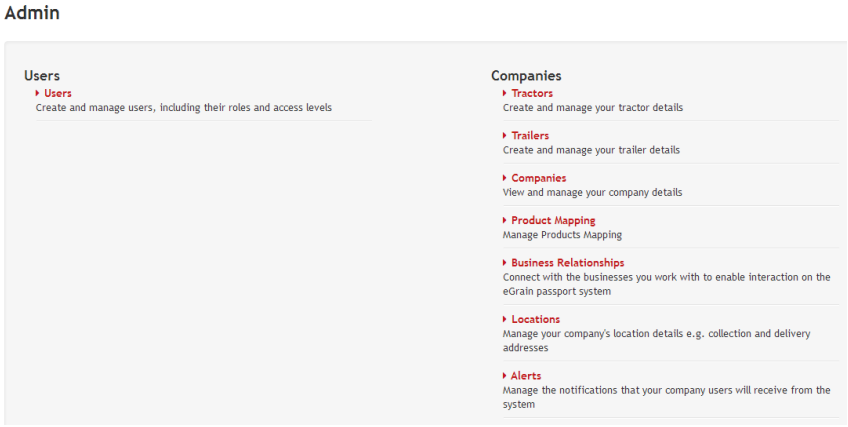
- Locations: manage your company's location details, e.g. collection and delivery addresses

Senders

- Locations: manage your company's location details, e.g. collection and delivery addresses
- Assurance Details: manage company assurance details

Transporters

- Assurance Details: manage company assurance details
- Tractors: create and manage your tractor details
- Trailers: create and manage your trailer details

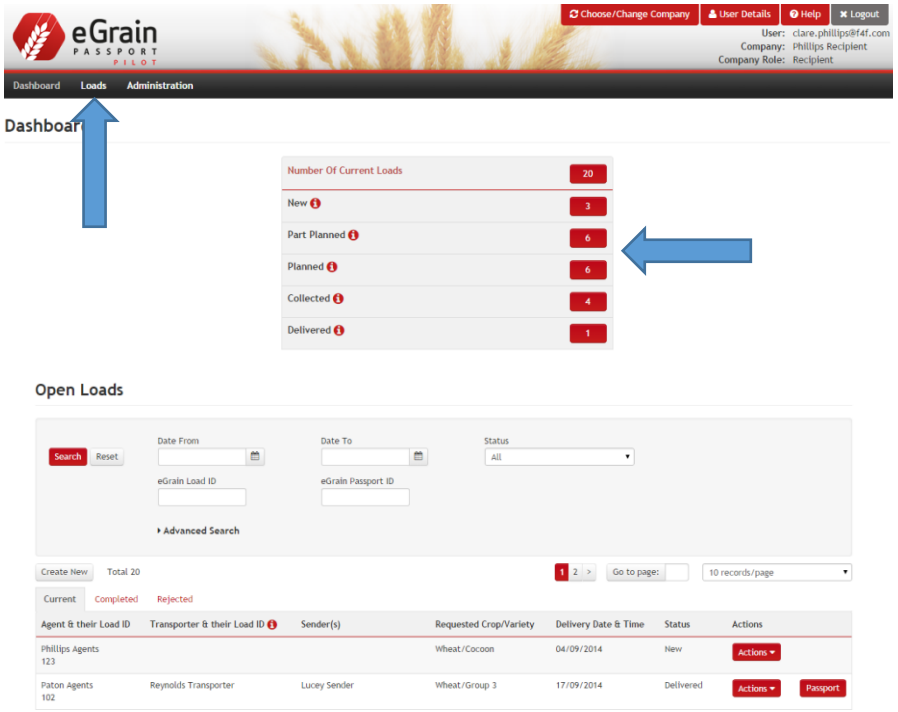

Admin
Users
Users
Create and manage users, including their roles and access levels
Companies
Tractors
Create and manage your tractor details
Trailers
Create and manage your trailer details
Companies
View and manage your company details
Product Mapping
Manage Products Mapping
Business Relationships
Connect with the businesses you work with to enable interaction on the eGrain passport system
Locations
Manage your company's location details e.g. collection and delivery addresses
Alerts
Manage the notifications that your company users will receive from the system

5 Loads & Passports

Loads

A Load is a movement of grain comprising a collection from a source company, i.e. Sender, and delivery to a destination company, i.e. Recipient. A Load will normally have a single passport associated with it, but the eGrain passport system does allow for the possibility of multiple passports on a load to cope with the scenario of 'mixed loads'.

To access Loads, select the option on the menu bar (see image➡) or, alternatively, by selecting one of the figures on the dashboard (see image➡).



When selected, the system will open the load list page (see image➡), this page allows you to create new loads and edit existing ones.

Passports

Grain passports are used to document key information that assists with traceability and assurance status. The new electronic version comprises the same information held on the current paper passport (see image➡), plus additional fields such as the unique passport number. The electronic passport contains the assurance details of the relevant companies, eliminating the need for assurance stickers.

The eGrain passport system will automatically create a passport when a Sender is assigned to a Load. The system will populate the sender name, address and assurance information only upon creation.

5.1 Loads

Only Recipients can create Loads. During the pilot phase, it's anticipated all Loads will be created by the Recipient. The Recipient will assign the Agent, who will then assign the Sender and Transporter (see image➡).

The basic flow chart (see image➡) identifies key stages that all Loads will achieve:

- Create Load
- Assign Sender
- Assign Transporter
- Assign Driver/Vehicle
- Passport completion (include declarations)
- Accept Load
- Reject Load
- Enter Quality Data

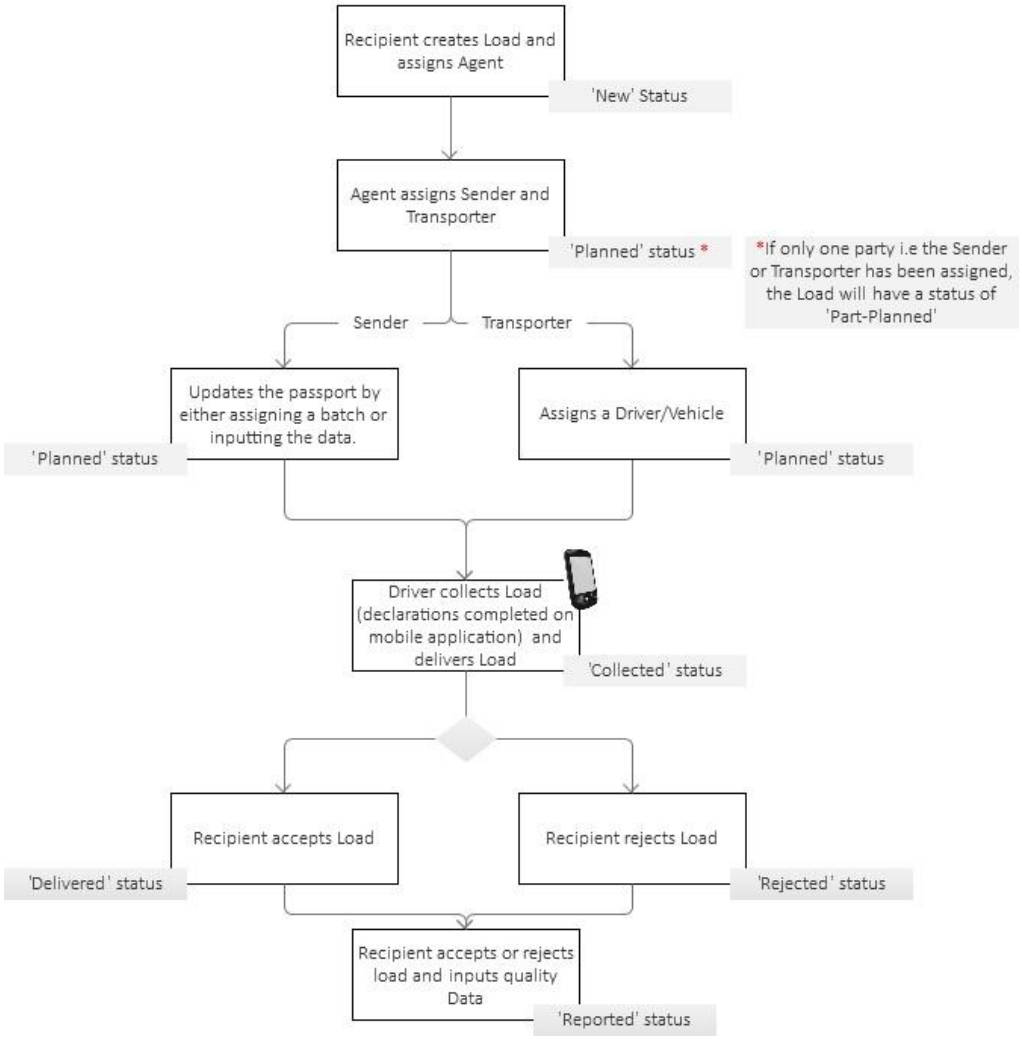
Other possible scenarios are listed below:

- Amend Sender
- Amend Transporter
- Amend Product
- Amend planned collection details
- Cancel Load
- Accept Load under a different contract
- Amend Quality Data
- View Load
- View Passport
- View Quality Data

During the pilot phase, we will be investigating and enhancing the system to handle the following scenarios:

- Redirect Load
- Return Load to Sender
- String Trades

Basic Load flow in the pilot phase


Recipient creates Load and assigns Agent
'New' Status
Agent assigns Sender and Transporter
'Planned' status *
*If only one party i.e the Sender or Transporter has been assigned, the Load will have a status of 'Part-Planned'
Sender
Transporter
Updates the passport by either assigning a batch or inputting the data.
'Planned' status
Assigns a Driver/Vehicle
'Planned' status
Driver collects Load (declarations completed on mobile application) and delivers Load
'Collected' status
Recipient accepts Load
'Delivered' status
Recipient rejects Load
'Rejected' status
Recipient accepts or rejects load and inputs quality Data
'Reported' status

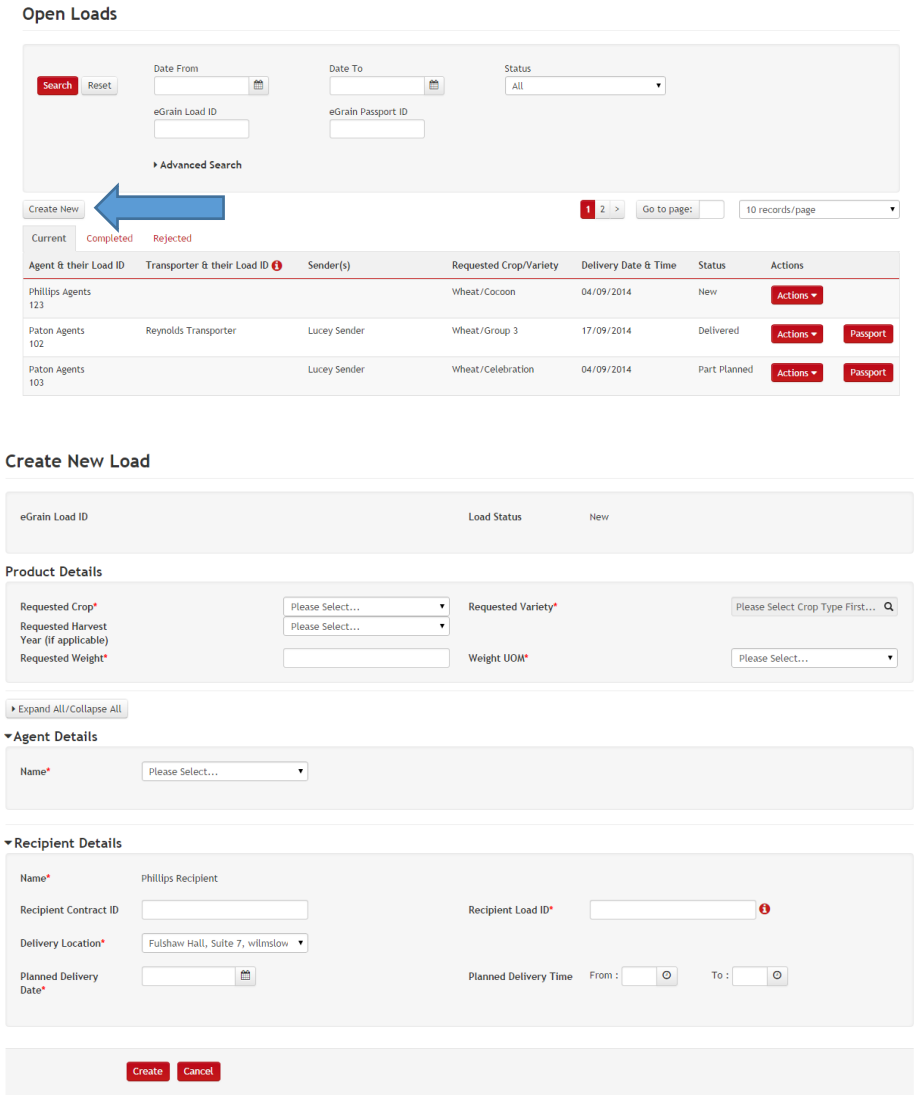
5.1.1 Recipients creating a load

Recipient

Please follow the steps below:

5. Open the Load list page
6. Click create new
7. Complete the following mandatory fields:
    - Product Details
        - Requested Crop
        - Requested Variety
        - Requested Weight
    - Agent Details
        - Name
    - Recipient Details
        - Recipient load ID
        - Delivery Location
        - Planned Delivery Date

    All other fields are optional
8. Select:
    a. Create: will save the Load and close the page, then send an alert to the Agent to advise a new Load has been assigned to them. The Load will appear on the Load list page with a 'New' status.
    b. Cancel: will close the page without saving any details.



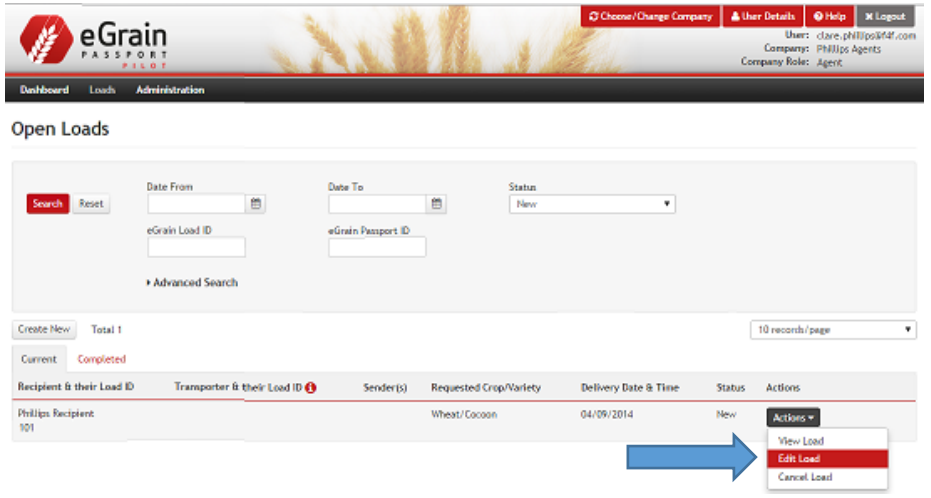
5.1.3 Assign Sender

Agent

Please follow the steps below (NB if you are completing this during the Create Load stage, please skip to point 3).

1. Open the load list page and find the load you want
2. Click Edit Load
3. Complete the Agent Load ID
4. Select 'Add Sender' within the Sender Details section
5. Complete the following mandatory fields:
    a. Name
    b. Collection Location: when chosen, an 'Assurance Check' button will appear (see image 1 below). Select, and the system will perform an assurance check, then display the results in a table (see image 2 below). Choose the correct entry and press select:
        i. Assured: the button will turn green
        ii. Unassured: the system will display a prompt to advise, then turn the button red (see image➡).
        NB: If the assurance status of the location has been checked the same day, the button will automatically display the correct result
    c. Planned Collection Date

1. Select:
    a. Save: will save the Load, then send an alert to the Sender to advise a new Load has been assigned to them
    b. Save & Close: will save the Load and close the page, then send an alert to the Sender to advise a new Load has been assigned to them
    c. Cancel: will close the page without saving any details



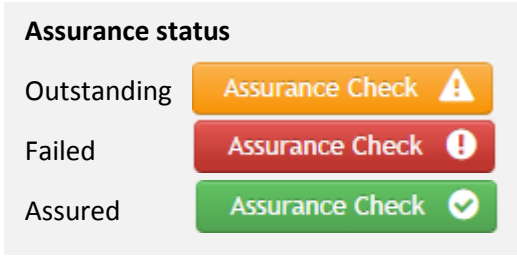


Image 1

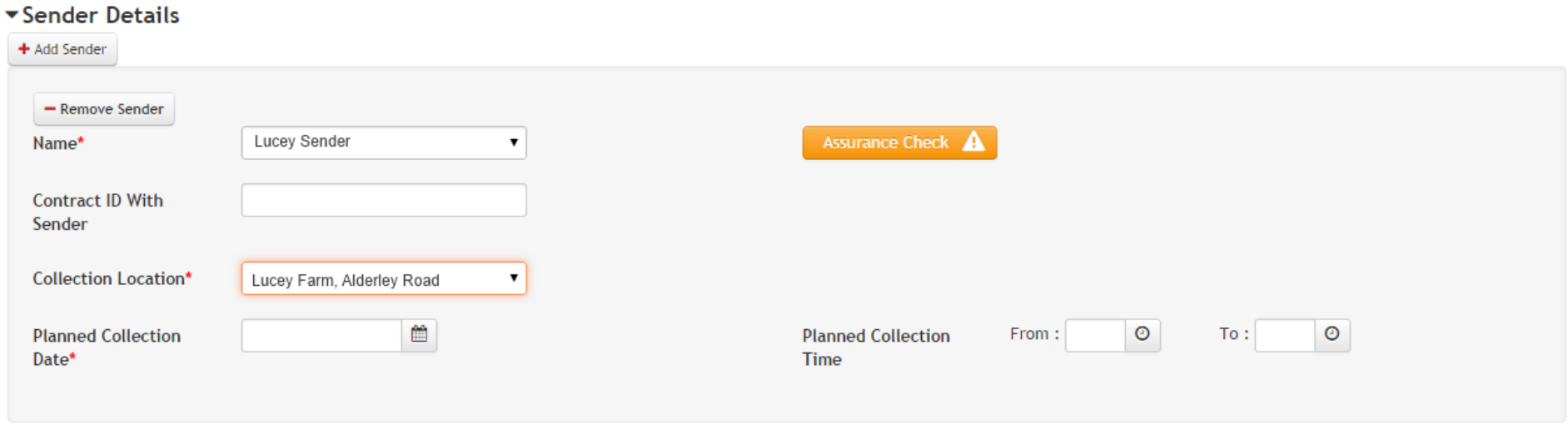
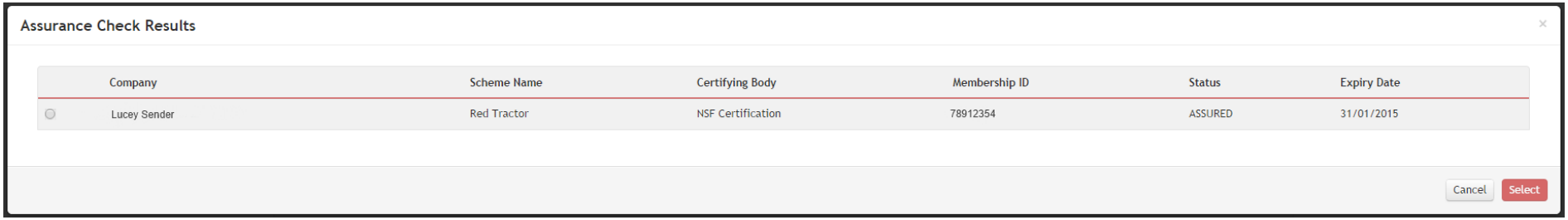


Image 2

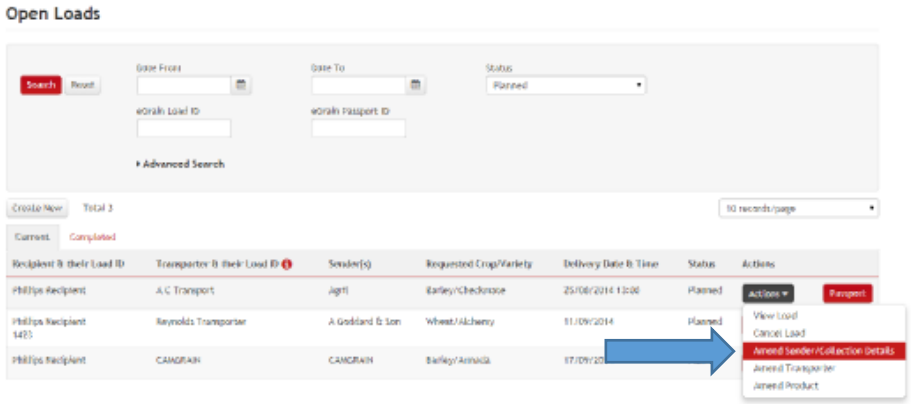


5.1.4 Amend Sender/Collection Details

Agent

Please follow the steps below:

1. Open the Load list page and find the Load you want
2. Click 'Amend Sender/Collection Details'
    a. Amend Sender
        i. Select 'Remove Sender'
        ii. Select 'Add Sender' – follow instructions above (5.1.3 Add Sender)
    b. Remove Sender
        i. Select 'Remove Sender'
    c. Add Sender
        i. Select 'Add Sender' – follow instructions above (5.1.3 Add Sender)
    d. Amend Collection Location
        i. Select correct location and perform assurance check – follow instructions above (5.1.3 Add Sender, 4. b)
    e. Amend Planned Collection Details
        i. Select date (if required)
        ii. Enter Planned Collection Time (if required)
3. Select:
    a. Save: will save the details, then send relevant alerts to the Sender(s) to advise
    b. Save & Close: will save the details and close the page, then send relevant alerts to the Sender(s) to advise
    c. Cancel: will close the page without saving any details.



Amend Sender/Collection Details

eGrain Load ID	276	Load Status	Part Planned

+ Add Sender

− Remove Sender

Name* Lucey Sender

Assurance Check

Contract ID With Sender

Collection Location* R A Backhouse Farms Ltd, The F

Planned Collection Date* 16/09/2014

Planned Collection Time From : To :

Save | Save & Close | Cancel

5.1.5 Assign Transporter

Agent

Please follow the steps below (NB: if you are completing this during the Create Load stage please skip to point 3):

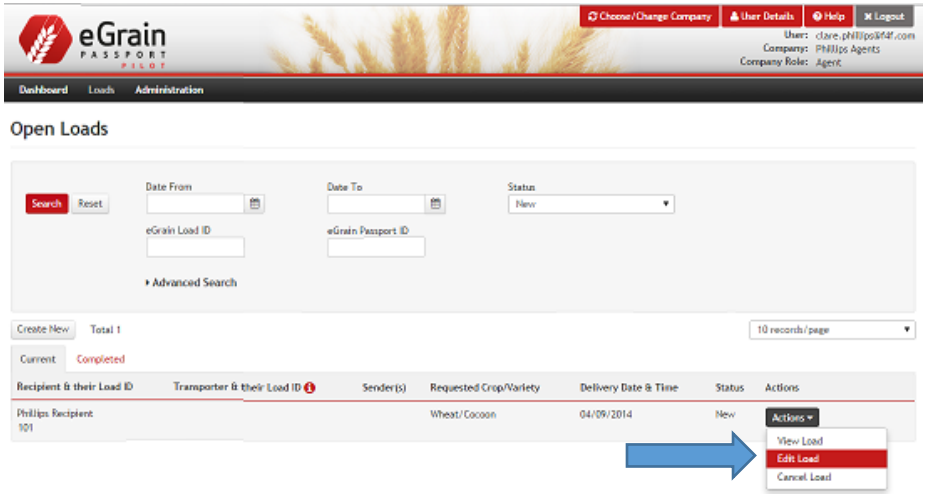
Open the Load list page and find the Load you want

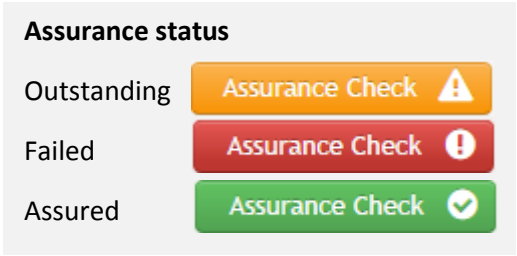
Click 'Edit Load'

Select 'Add Transporter' within the Transporter Details section

Complete the following mandatory fields:

a. Name: when chosen, an 'Assurance Check' button will appear (see image 1 below), select and the system will perform an assurance check, then display the results in a table (see image 2 below), choose the correct entry and press select
   i. Assured: the button will turn green
   ii. Unassured: the system will display a prompt to advise, then turn the button red (see image➡).
   NB: if the assurance status of the location has been checked the same day, the button will automatically display the correct result





Select:

d. Save: will save the Load, then send an alert to the Transporter to advise a new Load has been assigned to them.
e. Save & Close: will save the Load and close the page, then send an alert to the Transporter to advise a new Load has been assigned to them.
f. Cancel: will close the page without saving any details.

Image 1

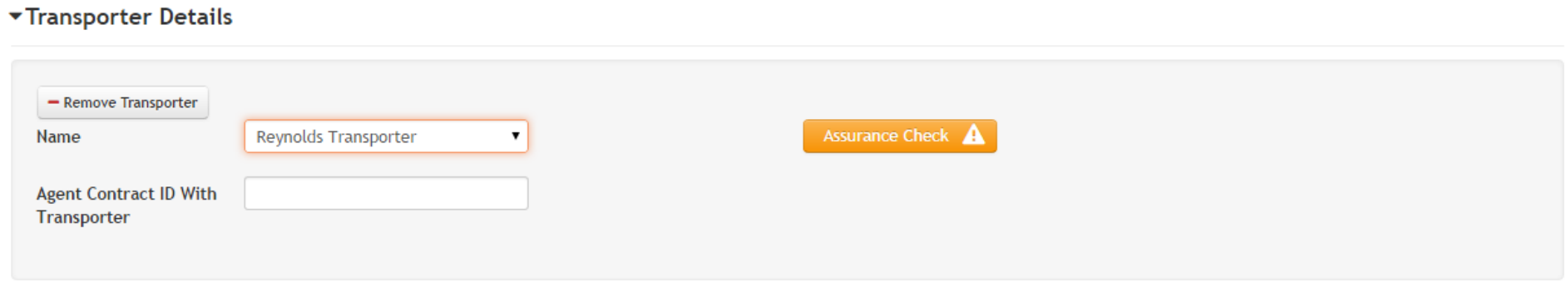
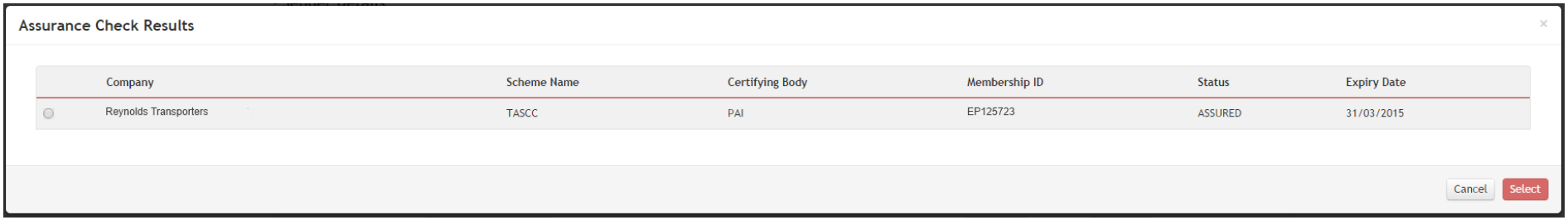


Image 2

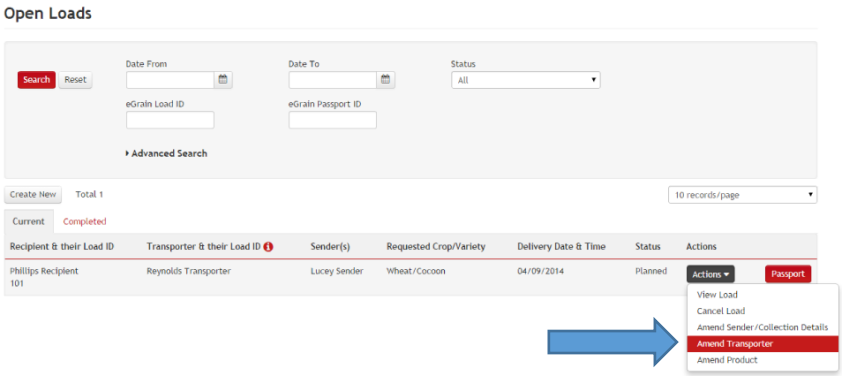


5.1.6 Amend Transporter

Agent

Please follow the steps below:

1. Open the Load list page and find the Load you want
2. Click ‘Amend Transporter’
    a. Remove Transporter
        i. Select ‘Remove Transporter’
    b. Add Transporter
        i. Select ‘Add Transporter’ – follow instructions above (5.1.5 Add Transporter)
    c. Amend Contract ID With Transporter
        i. Amend
3. Select:
    a. Save: will save the details, then send relevant alerts to the Transporter(s) to advise
    b. Save & Close: will save the details and close the page, then send relevant alerts to the Transporter(s) to advise
    c. Cancel: will close the page without saving any details.



Amend Transporter

eGrain Load ID	276	Load Status	Planned

Remove Transporter

Name: Reynolds Transporter

Assurance Check

Agent Contract ID With Transporter:

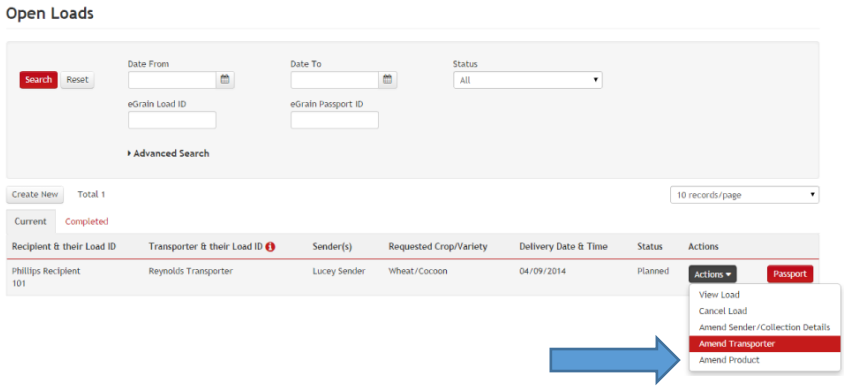
Save | Save & Close | Cancel

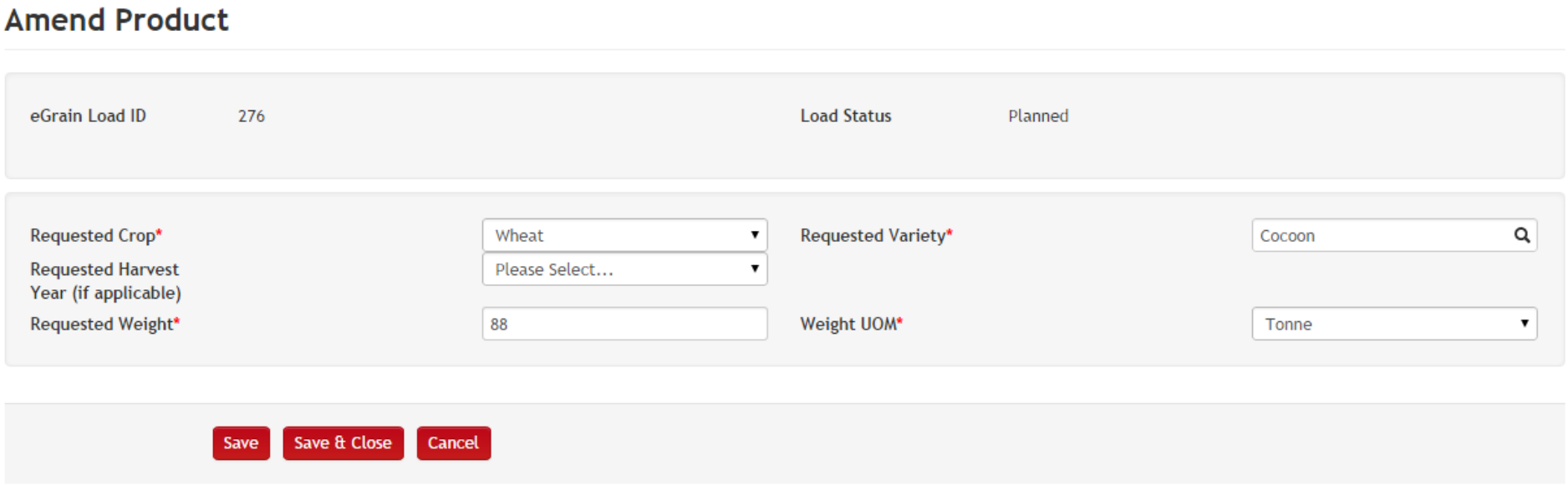
5.1.7 Amend Product

Agent

Please follow the steps below:

1. Open the Load list page and find the Load you want
2. Click 'Amend Product'
    a. Amend
3. Select:
    a. Save: will save the details, then send the relevant alert to the Recipient & Sender to advise
    b. Save & Close: will save the details and close the page, then send the relevant alert to the Recipient & Sender to advise
    c. Cancel: will close the page without saving any details.



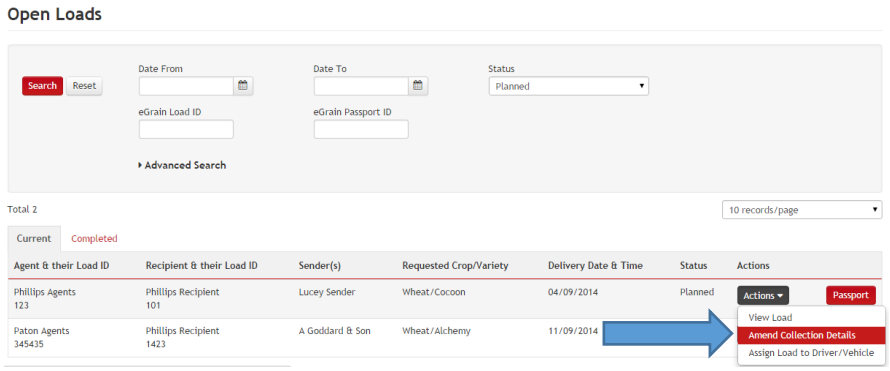


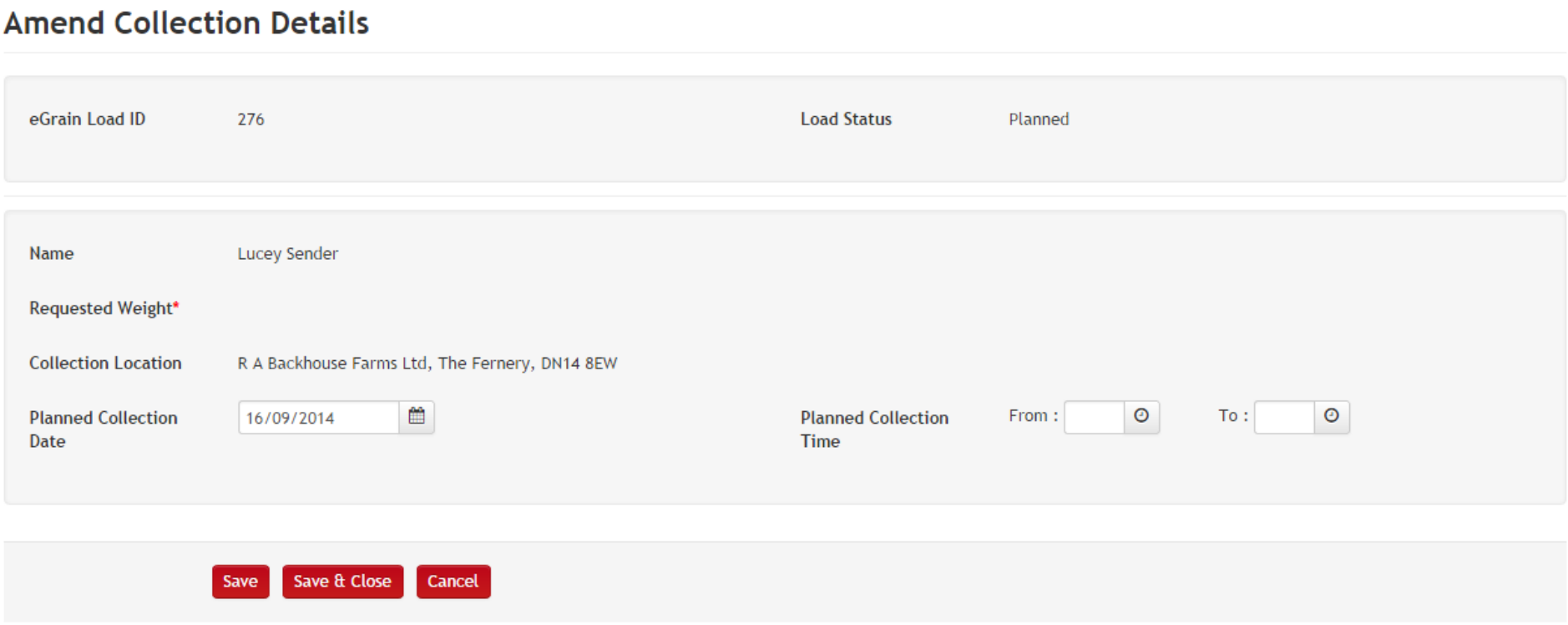
5.1.7 Amend Planned Collection Details

Transporter

Please follow the steps below:

1. Open the load list page and find the load you want
2. Click 'Amend Collection Details'
    a. Amend
3. Select:
    a. Save: will save the details, then send the relevant alert to the other companies to advise
    b. Save & Close: will save the details and close the page, then send the relevant alert to the other companies to advise
    c. Cancel: will close the page without saving any details.

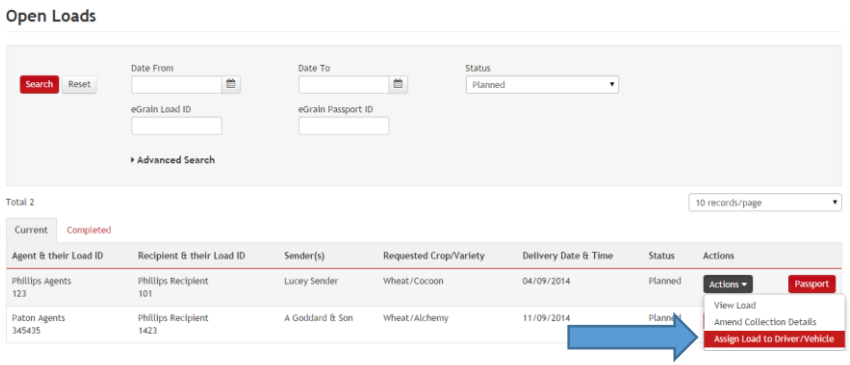




5.1.7 Assign Load to Driver/Vehicle

Transporter

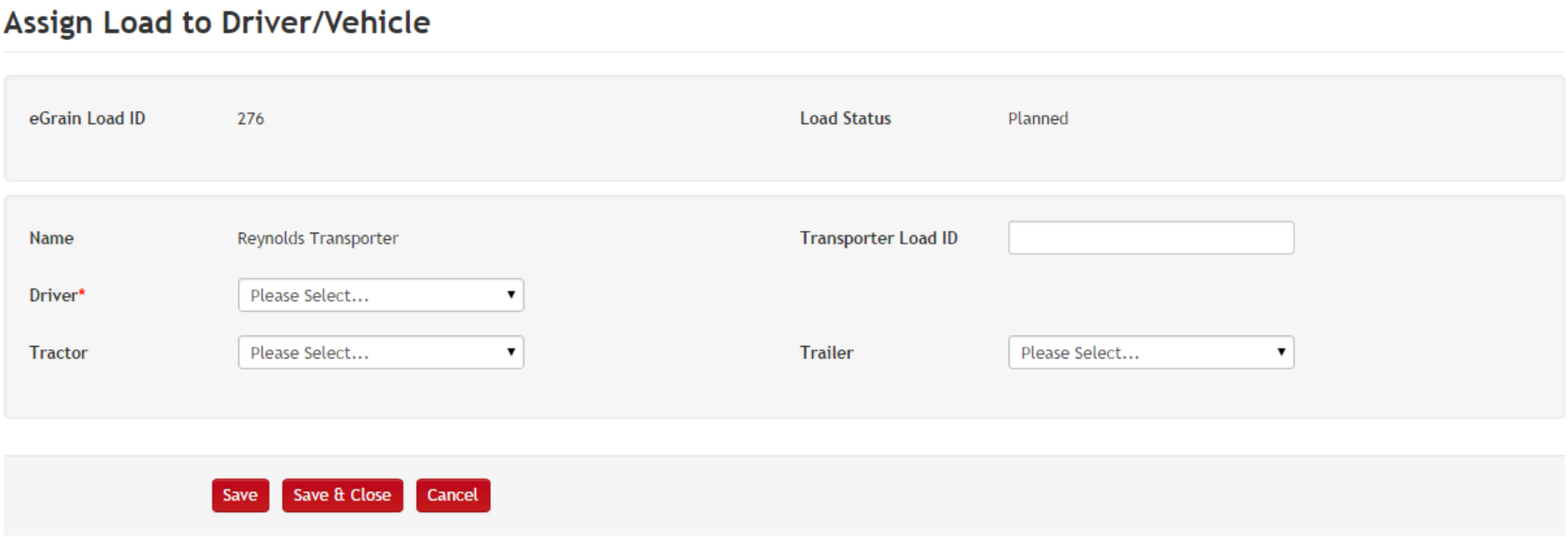
This action is required in order for the Load to appear on the relevant mobile device.



Please follow the steps below:

1. Open the Load list page and find the Load you want
2. Click 'Assign Load to Driver/Vehicle'
3. Complete the following mandatory field:
    a. Driver

    All other fields are optional
4. Select:
    a. Save: will save the details
    b. Save & Close: will save the details and close the page
    c. Cancel: will close the page without saving any details.

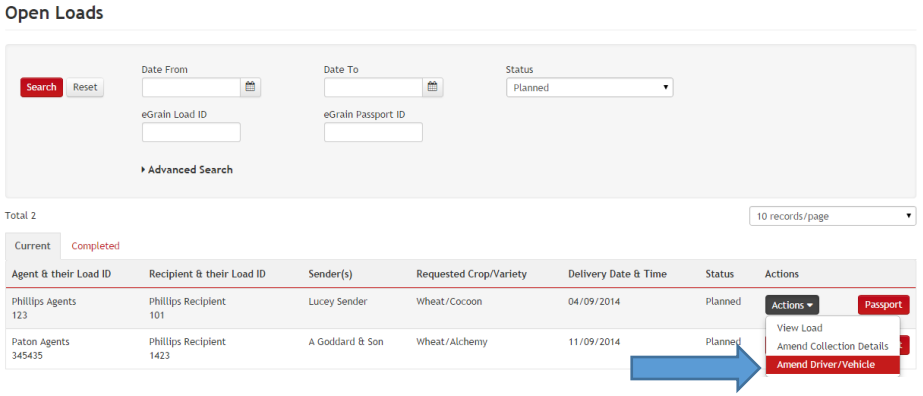


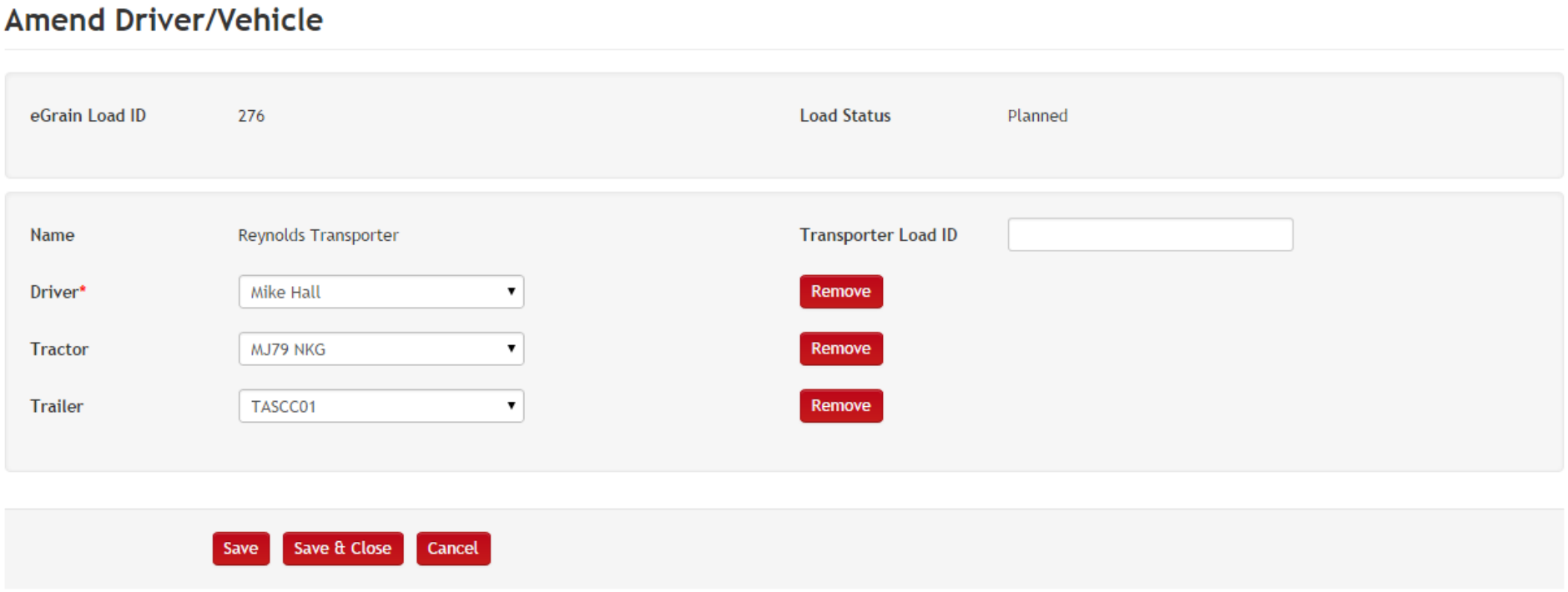
5.1.7 Amend Driver/Vehicle

Transporter

Please follow the steps below:

1. Open the Load list page
2. Click ‘Amend Driver/Vehicle’
    a. Amend
3. Select:
    a. Save: will save the details
    b. Save & Close: will save the details and close the page
    c. Cancel: will close the page without saving any details.



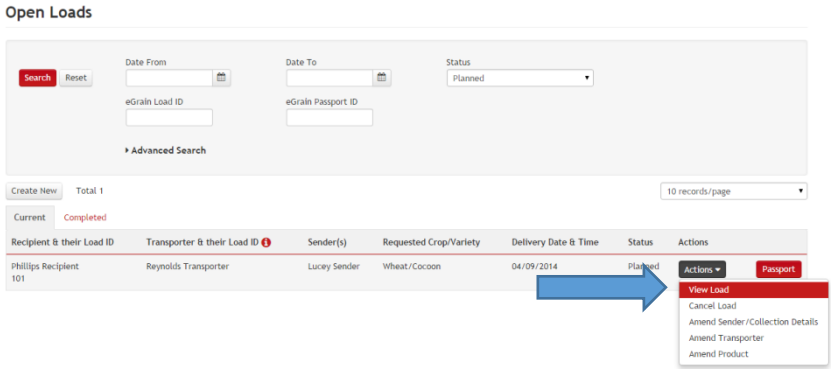


5.1.8 View Load

All

Please follow the steps below:

1. Open the Load list page and find the Load you want
2. Click ‘View Load’
    a. Amend
3. Select:
    a. Close: will close the page

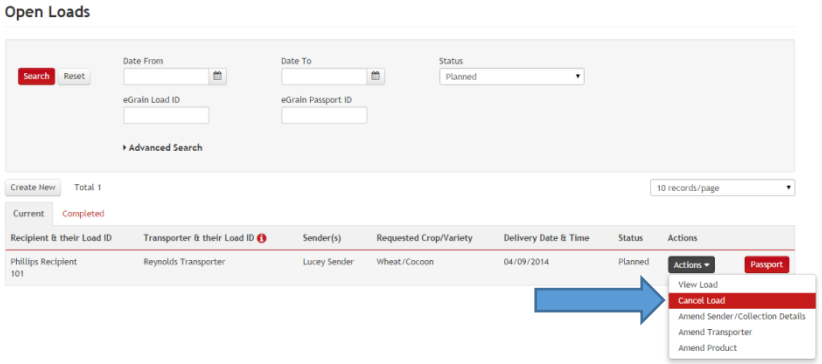


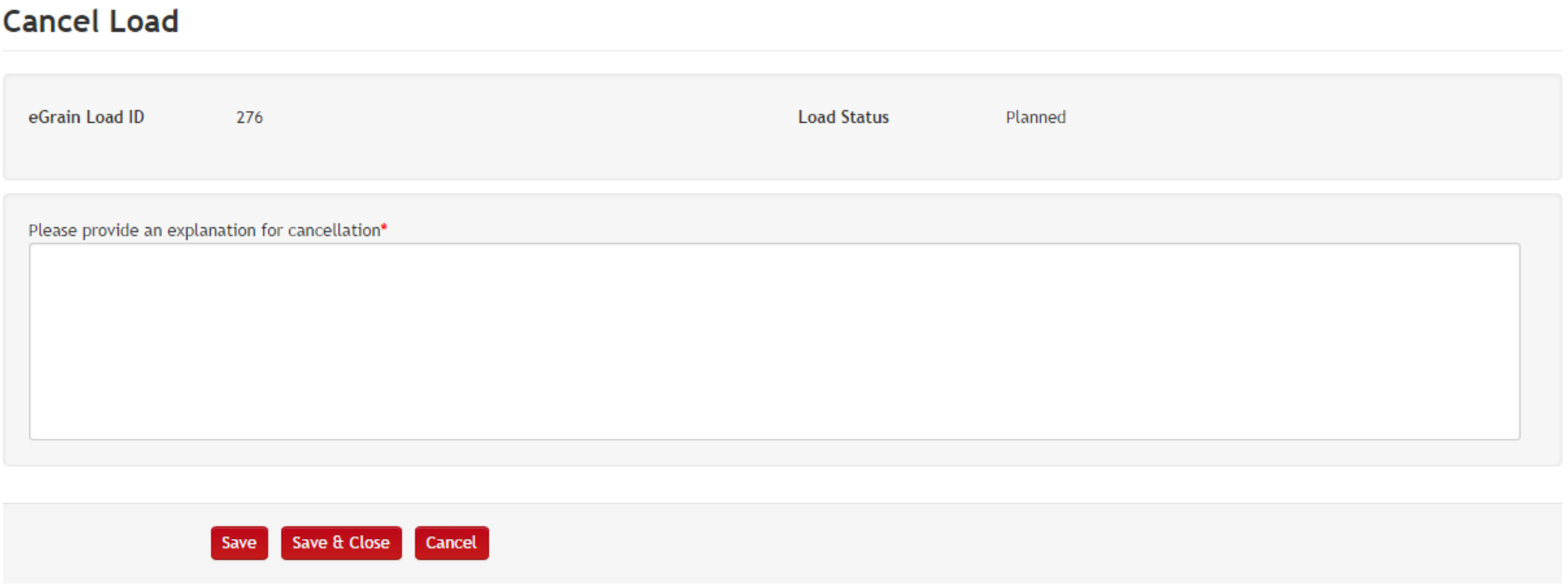
5.1.9 Cancel Load

Agent Recipient

Please follow the steps below:

1. Open the Load list page
2. Click 'Cancel Load'
   Complete the following mandatory field:
   a. Please provide an explanation for cancellation
3. Select:
   a. Save: will save the details, cancel the Load and associated Passport (if applicable), then send an alert to the other companies to advise
   b. Save & Close: will save the details and close the page, cancel the Load and associated Passport (if applicable), then send an alert to the other companies to advise
   c. Cancel: will close the page without saving any details.





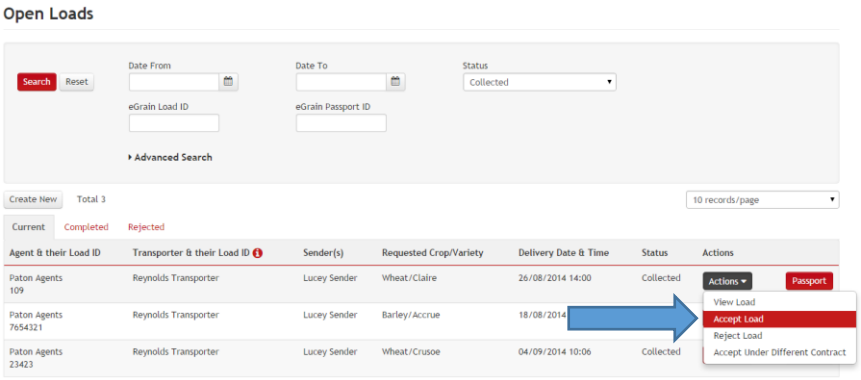
5.1.10 Accept Load

Recipient

Important: You can only accept a load with a status equal to ‘Collected’.

Please follow the steps below:

1. Open the Load list page and find the Load you want
2. Click ‘Accept Load’
   Complete the following mandatory fields:
   a. Delivery Date
   b. Gross Weight
3. Select:
   a. Save: will save the details, then send an alert to the other companies to advise
   b. Save & Close: will save the details and close the page, then send an alert to the other companies to advise
   c. Save & Enter Quality Data: will save the details and open the Quality Data page, then send an alert to the other companies to advise
   d. Cancel: will close the page without saving any details.



Accept Load

eGrain Load ID	286	Load Status	Collected

Recipient Details

Recipient Load ID*

Passport(s) Details

Sender 1

Name	Lucey Sender	Variety	Claire
Passport Number(s)	236	Assurance Status	Assured

View Passport

Transporter

Name	Reynolds Transporter	Assurance Status	Assured

View Load

Dates & Times

Planned Delivery Date*	26/08/2014	Planned Delivery Time	From : 14:00 To : 15:30
Actual Delivery Date*		Actual Delivery Time	
Weighbridge Ticket ID			
Gross Weight*		Weight UOM*	Please Select...

Save | Save & Close | Save & Enter Quality Data | Cancel

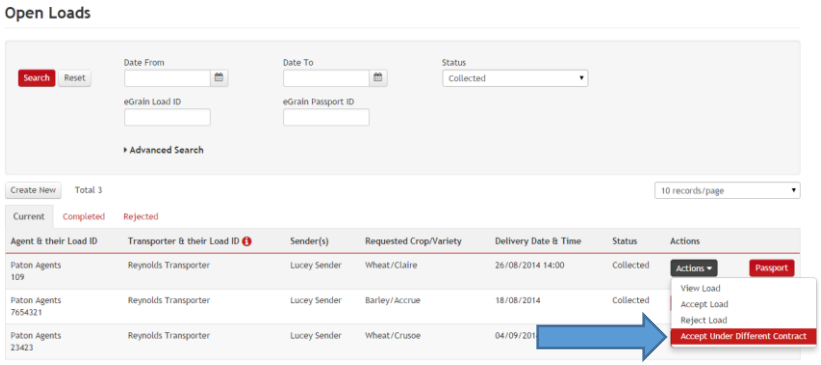
5.1.11 Accept Load Under a Different Contract

Recipient

Important: You can only accept a Load with a status equal to 'Collected'

Please follow the steps below:

1. Open the Load list page and find the Load you want
2. Click 'Accept Load Under Different Contract'
   Complete the following mandatory fields:
   a. Delivery Date
   b. Gross Weight
   c. Rejection Reason (First one is mandatory, the others are optional)
   d. Rejection Explanation (mandatory for each Rejection Reason entered)
   e. New Contract ID
3. Select:
   a. Save: will save the details, then send an alert to the other companies to advise
   b. Save & Close: will save the details and close the page, then send an alert to the other companies to advise
   c. Save & Enter Quality Data: will save the details and open the Quality Data page, then send an alert to the other companies to advise
   d. Cancel: will close the page without saving any details



Accept Under Different Contract

eGrain Load ID	286	Load Status	Collected

Recipient Details

Recipient Load ID*

Passport(s) Details

Sender 1 Name	Lucey Sender	Variety	Claire
Passport Number(s)	236	Assurance Status	Assured

View Passport

Transporter Name	Reynolds Transporter	Assurance Status	Assured

View Load

Dates & Times

Planned Delivery Date*	26/08/2014	Planned Delivery Time	From : 14:00 To : 15:30
Actual Delivery Date*		Actual Delivery Time	
Weighbridge Ticket ID			
Gross Weight*		Weight UOM*	Please Select...

Rejection Information

Rejection Reason*	Please Select...	Rejection Explanation*	Please Select Rejection Reas
Rejection Reason	Please Select...	Rejection Explanation	Please Select Rejection Reas
Rejection Reason	Please Select...	Rejection Explanation	Please Select Rejection Reas

Contract Information

Original Contract ID		New Contract ID*	

Save | Save & Close | Save & Enter Quality Data | Cancel

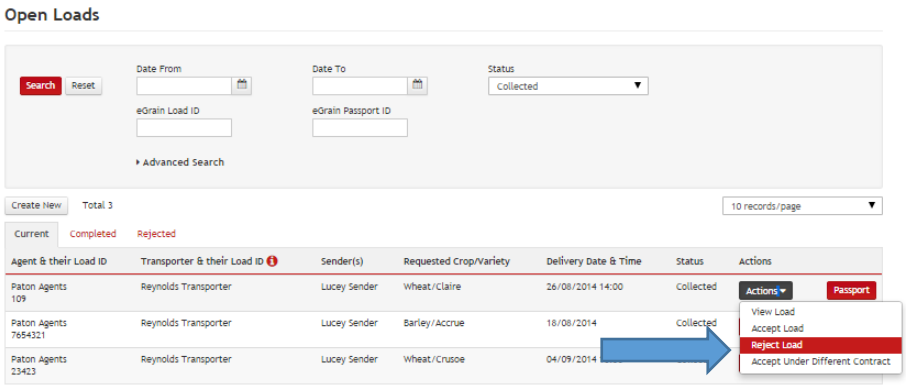
5.1.12 Reject Load

Recipient

Important: You can only reject a Load with a status equal to ‘Collected’

Please follow the steps below:

1. Open the Load list page and find the Load you want
2. Click ‘Reject Load’
   Complete the following mandatory fields:
   a. Delivery Date
   b. Gross Weight
   c. Rejection Reason (First one is mandatory, the others are optional)
   d. Rejection Explanation (mandatory for each Rejection Reason entered)
3. Select:
   a. Save: will save the details, then send an alert to the other companies to advise
   b. Save & Close: will save the details and close the page, then send an alert to the other companies to advise
   c. Save & Enter Quality Data: will save the details and open the Quality Data page, then send an alert to the other companies to advise
   d. Cancel: will close the page without saving any details



Reject Load

eGrain Load ID	286	Load Status	Collected

Passport(s) Details

Sender 1 Name	Lucey Sender	Variety	Claire
Passport Number(s)	236	Assurance Status	Assured

View Passport

Transporter Name	Reynolds Transporter	Assurance Status	Assured

View Load

Recipient Details

Name*	Phillips Recipient		
Recipient Contract ID		Recipient Load ID*	
Delivery Location*			
Planned Delivery Date*	26/08/2014	Planned Delivery Time	From : 14:00 To : 15:30

Dates & Times

Planned Delivery Date*	26/08/2014	Planned Delivery Time	From : 14:00 To : 15:30
Actual Delivery Date*		Actual Delivery Time	
Weighbridge Ticket ID			
Gross Weight*		Weight UOM*	Please Select...

Rejection Information

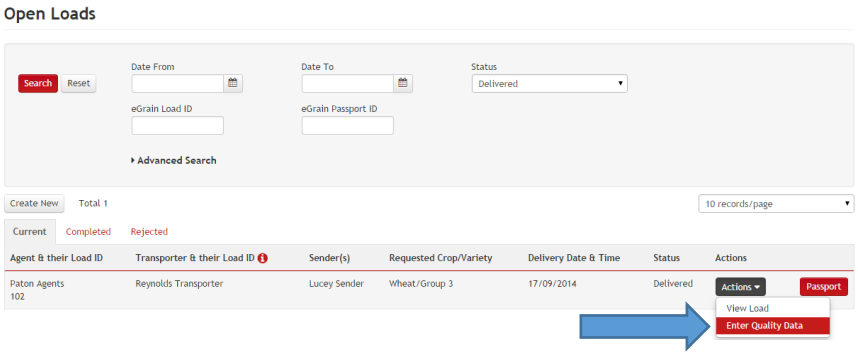
Rejection Reason*	Please Select...	Rejection Explanation*	Please Select Rejection Reas
Rejection Reason	Please Select...	Rejection Explanation	Please Select Rejection Reas
Rejection Reason	Please Select...	Rejection Explanation	Please Select Rejection Reas

Save | Save & Close | Save & Enter Quality Data | Cancel

5.1.13 Enter Quality Data

Recipient

Important: If you choose not to enter quality data at the time of accepting, accepting under a different contract or rejecting the Load, you can do it later by selecting from the 'Delivered' list



Please follow the steps below:

1. Open the Load list page and find the load you want
2. Click 'Enter Quality Data'
    a. Enter data
3. Select:
    a. Save: will save the details, then send an alert to the other companies to advise
    b. Save & Close: will save the details and close the page, then send an alert to the other companies to advise.

Enter Quality Data

eGrain Load ID	278	Load Status	Delivered

Product Details

Crop	Winter Wheat	Variety	Group 3
Harvest Year (if applicable)	2016		
Requested Weight	25.0	Weight UOM	Tonne

Quality Data

Moisture		%	Protein		%
Specific Weight		kg/hl	Hagberg Falling Number		s
Admixture		%	Screenings		%
Combined Admixture and Screenings		%	Hardness (SKCS)		
DON mycotoxin		ppb	ZON mycotoxin		ppb
Ergot sclerotia		%	Endosperm texture		
Gluten strength			Nitrogen		#
Germination		%	Mycotoxin (Ochra A)		ppb
Retention		%	+ Add Other Test		

Save | Save & Close | Cancel

▶ Actions

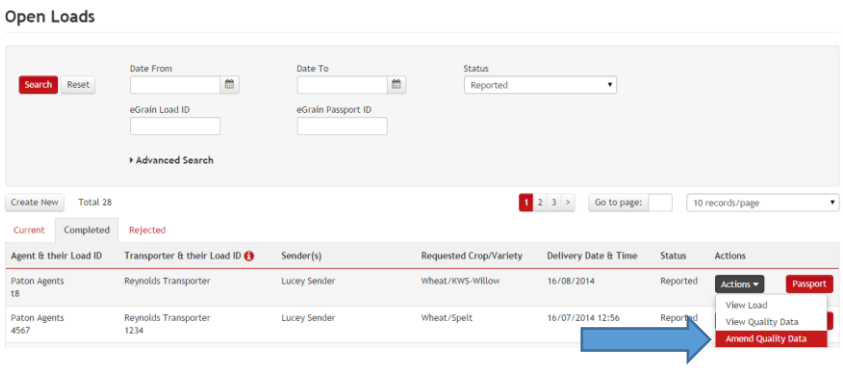
View Passport

5.1.14 Amend Quality Data

Recipient

Please follow the steps below:

1. Open the Load list page
2. Click ‘Amend Quality Data’
    a. Amend
3. Select:
    a. Save: will save the details, then send an alert to the other companies to advise
    b. Save & Close: will save the details and close the page, then send an alert to the other companies to advise
    c. Cancel: will close the page without saving any details.



Amend Quality Data

eGrain Load ID	40	Load Status	Reported

Product Details

Crop	Winter Wheat	Variety	SY Epsan
Harvest Year (if applicable)	2014		
Requested Weight	30.0	Weight UOM	Tonne

Quality Data

Moisture	12	%	Protein	16	%
Specific Weight	120	kg/hl	Hagberg Falling Number	250	s
Admixture	123	%	Screenings	4	%
Combined Admixture and Screenings	33	%	Hardness (SKCS)	33	
DON mycotoxin	430	ppb	ZON mycotoxin	120	ppb
Ergot sclerotia	23	%	Endosperm texture		
Gluten strength	12		Nitrogen	12	#
Germination	123	%	Mycotoxin (Ochra A)	123	ppb
Retention		%	+ Add Other Test		

Save | Save & Close | Cancel

▶ Actions

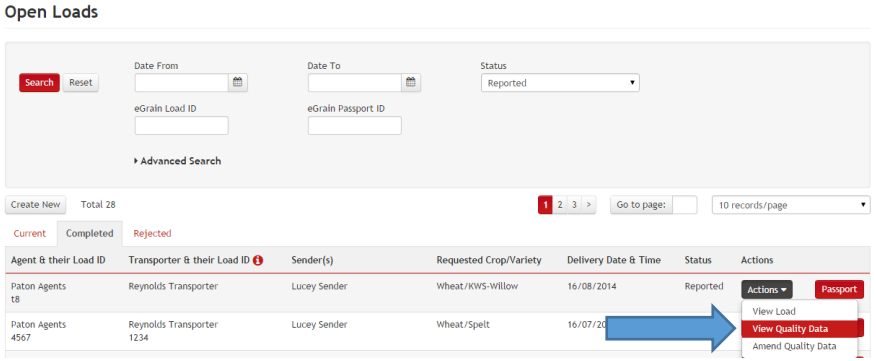
View Passport

5.1.13 View Quality Data

Recipient

Please follow the steps below:

4. Open the Load list page and find the Load you want
5. Click ‘View Quality Data’
6. Select:
    a. Back: will close the page



View Quality Data

eGrain Load ID	278	Load Status	Reported

Product Details

Crop	Winter Wheat	Variety	Group 3
Harvest Year (if applicable)	2016		
Requested Weight	25.0	Weight UOM	Tonne

Quality Data

Moisture	14 %	Protein	
Specific Weight		Hagberg Falling Number	
Admixture		Screenings	
Combined Admixture and Screenings		Hardness (SKCS)	
DON mycotoxin		ZON mycotoxin	
Ergot sclerotia		Endosperm texture	
Gluten strength		Nitrogen	
Germination		Mycotoxin (Ochra A)	
Retention			

Back

▶ Actions

View Passport

5.2 Passports

Passports are automatically created when Sender(s) are assigned to a Load.

Senders and Transporters are responsible for completing the passport, each role has dedicated sections:

Senders are responsible for the following sections:

- Sender Details
- Post-Harvest Treatment
- Fusarium Mycotoxins – All Cereals
- Collection Details

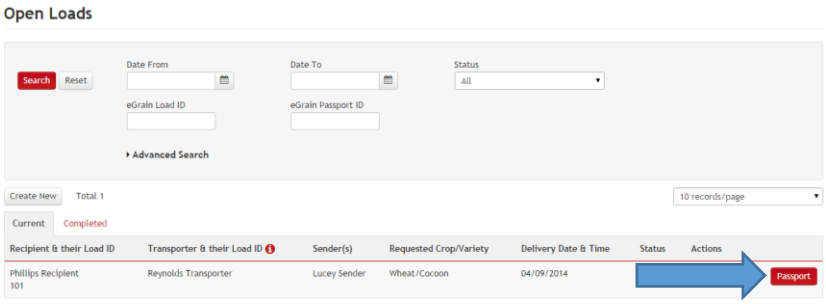
If a Sender has created Batches (see 2.7 Batches), they can assign a batch to a passport. When assigned, the data populates automatically, therefore, reducing the duplication of data entry on successive passports.

Transporters are responsible for the following sections:

- Vehicle Details

Information can be entered in advance of collection, however, the declaration will be completed on the day of collection via the mobile application.

Passports can be accessed via the load list page (see image➡). All parties can view the passport.



5.2.1 Sender updating a passport

Sender

As mentioned above, there are two ways for a Sender to update a passport:

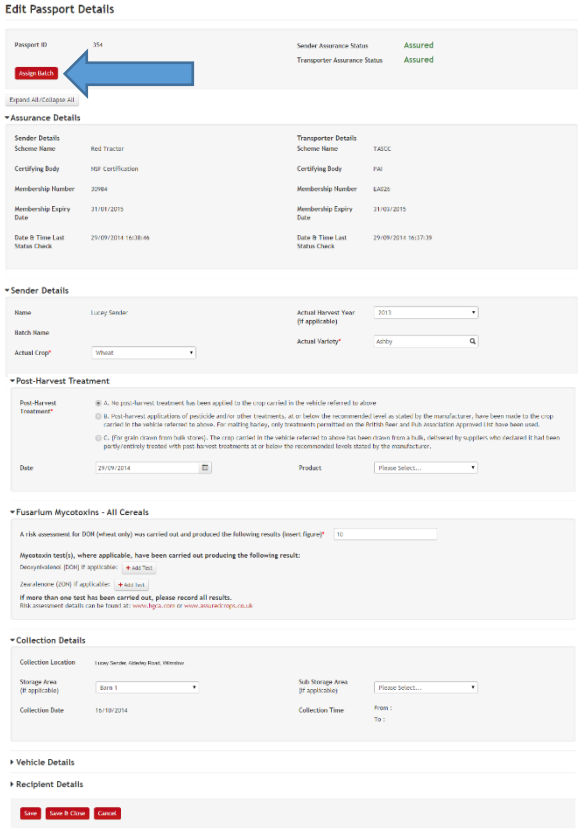
- Assign a batch (see 2.7 Batches)
- Manually update

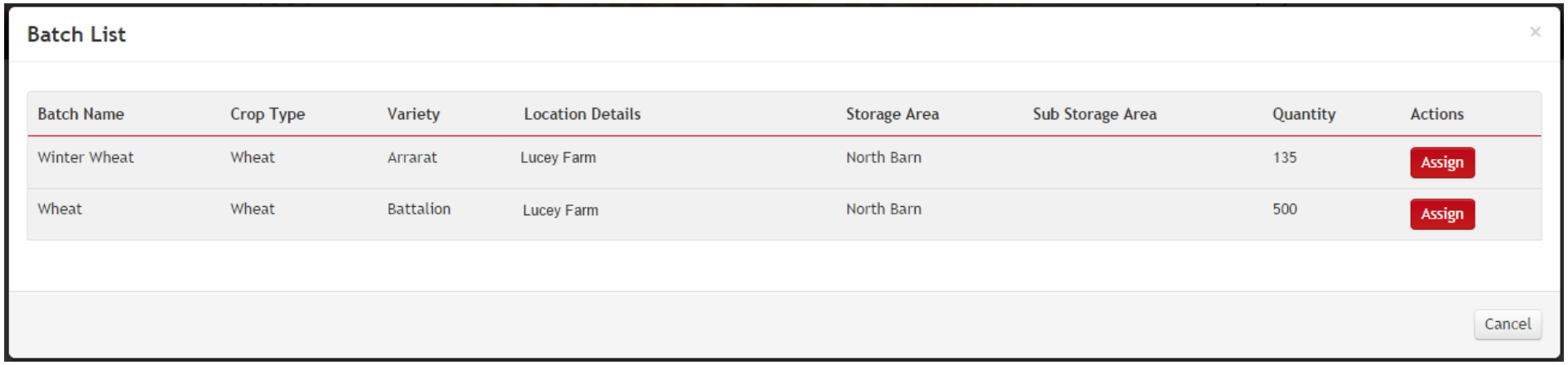
5.2.1.1 Assigning a Batch to a Passport

Please follow the steps below:

1. Open the Load list page and find the Load you want
2. Click 'Passport'
3. Select 'Assign Batch' (see image➡)
4. Assign a batch (see image below⬇)
5. Select:
    a. Save: will save the details
    b. Save & Close: will save the details and close the page
    c. Cancel: will close the page without saving any details

Important Information: declarations are completed on the mobile application



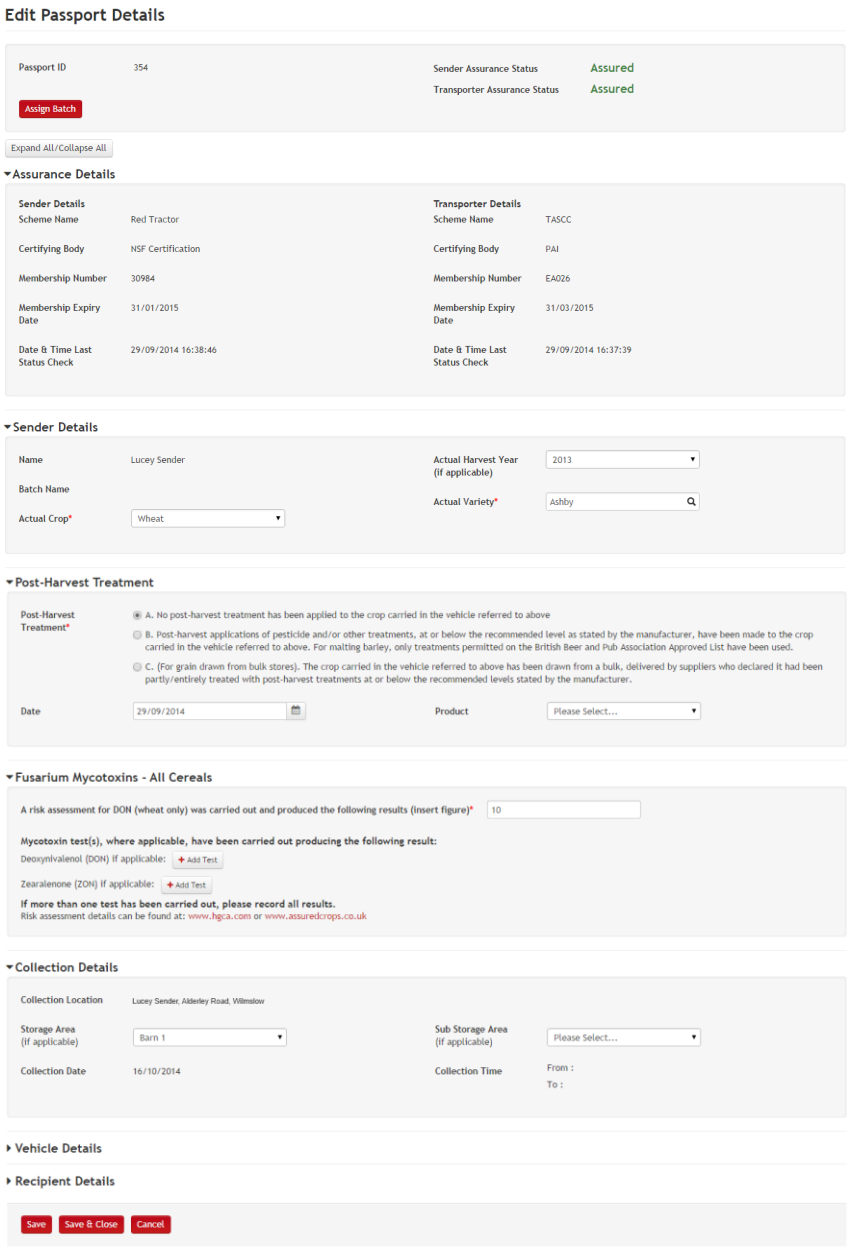


5.2.1.2 Updating a Passport

Sender

Please follow the steps below:

1. Open the Load list page and find the Load you want
2. Click 'Passport'
3. Complete the following mandatory fields and any others that are applicable.
    a. Actual Crop (defaults to crop on the load)
    b. Actual Variety (defaults to variety on the load)
    c. Post-Harvest Treatment (Date and Product if applicable)
    d. Wheat Only: a risk assessment score for DON.
4. Select:
    a. Save: will save the details
    b. Save & Close: will save the details and close the page
    c. Cancel: will close the page without saving any details


Edit Passport Details
Passport ID
354
Sender Assurance Status
Assured
Transporter Assurance Status
Assured
Assign Batch
Expand All/Collapse All
Assurance Details
Sender Details
Scheme Name
Red Tractor
Certifying Body
NSF Certification
Membership Number
30984
Membership Expiry Date
31/01/2015
Date & Time Last Status Check
29/09/2014 16:38:46
Transporter Details
Scheme Name
TASCC
Certifying Body
PAI
Membership Number
EA026
Membership Expiry Date
31/03/2015
Date & Time Last Status Check
29/09/2014 16:37:39
Sender Details
Name
Lucey Sender
Batch Name
Actual Crop*
Wheat
Actual Harvest Year (if applicable)
2013
Actual Variety*
Ashby
Post-Harvest Treatment
Post-Harvest Treatment*
A. No post-harvest treatment has been applied to the crop carried in the vehicle referred to above
B. Post-harvest applications of pesticide and/or other treatments, at or below the recommended level as stated by the manufacturer, have been made to the crop carried in the vehicle referred to above. For malting barley, only treatments permitted on the British Beer and Pub Association Approved List have been used.
C. (For grain drawn from bulk stores). The crop carried in the vehicle referred to above has been drawn from a bulk, delivered by suppliers who declared it had been partly/entirely treated with post-harvest treatments at or below the recommended levels stated by the manufacturer.
Date
29/09/2014
Product
Please Select...
Fusarium Mycotoxins - All Cereals
A risk assessment for DON (wheat only) was carried out and produced the following results (insert figure)*
10
Mycotoxin test(s), where applicable, have been carried out producing the following result:
Deoxynivalenol (DON) if applicable:
+ Add Test
Zearalenone (ZON) if applicable:
+ Add Test
If more than one test has been carried out, please record all results.
Risk assessment details can be found at: www.hgca.com or www.assuredcrops.co.uk
Collection Details
Collection Location
Lucey Sender, Alderley Road, Wilmslow
Storage Area (if applicable)
Barn 1
Sub Storage Area (if applicable)
Please Select...
Collection Date
16/10/2014
Collection Time
From :
To :
Vehicle Details
Recipient Details
Save
Save & Close
Cancel

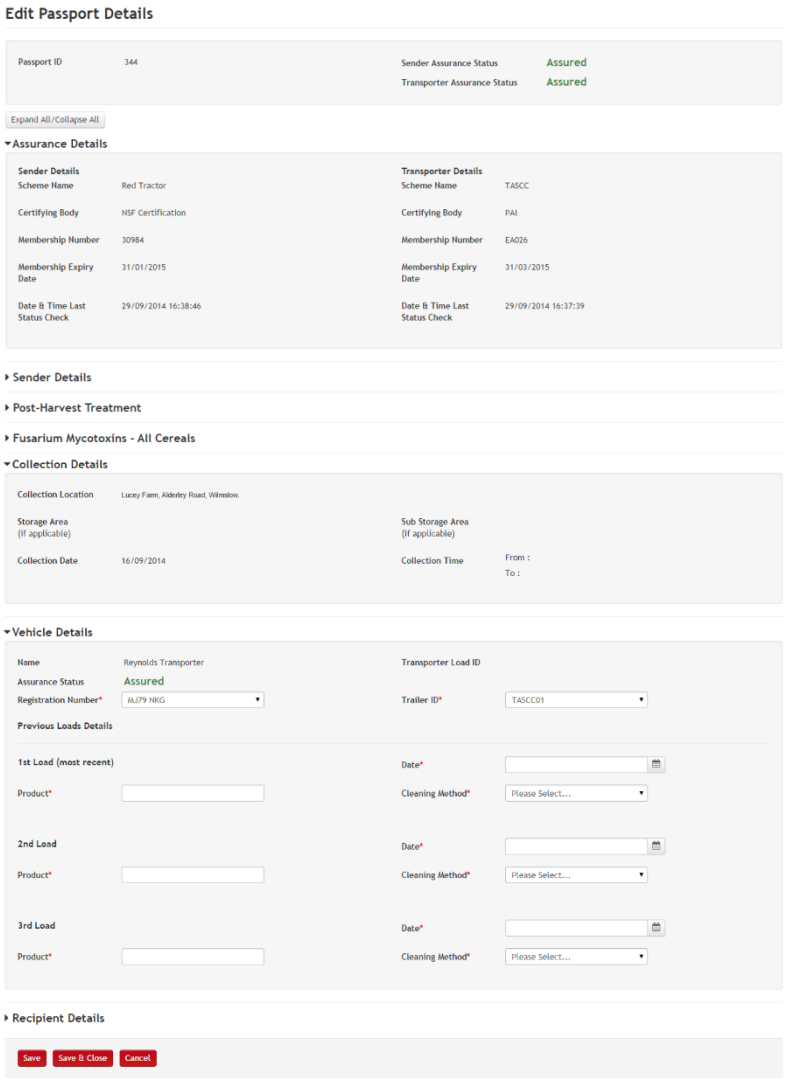
5.2.1 Transporter updating a passport on the portal

Transporter

Please follow the steps below:

1. Open the Load list page and find the Load you want
2. Click 'Passport'
3. Complete the following mandatory fields:
    a. Registration Number (defaults if selected during Assign Driver/Vehicle – see 5.1.7 Assign Load to Driver/Vehicle)
    b. Trailer ID (defaults if selected during Assign Driver/Vehicle – see 5.1.7 Assign Load to Driver/Vehicle)
    c. Previous Load information:
        1. 1st Load: Product, Date & Cleaning Method
        2. 2nd : Product, Date & Cleaning Method
        3. 3rd : Product, Date & Cleaning Method
4. Select:
    a. Save: will save the details
    b. Save & Close: will save the details and close the page
    c. Cancel: will close the page without saving any details

Important Information: you are able to input the above information onto the mobile device on the day of collection, prior to confirming the declaration (declarations are always completed on the mobile application)



5.2.1 Transporter updating a passport on the mobile application Transporter

Please follow the steps below:

1. Log in to the application – a list of your assigned Loads appears (see image 1 below)
2. Select the Load, this will open the Load overview page (see images 2 and 3 below)
3. Click 'View/Edit Passport' (see image 3 below), this will open the passport page (see image 4 below)

Image 1 (Load list)

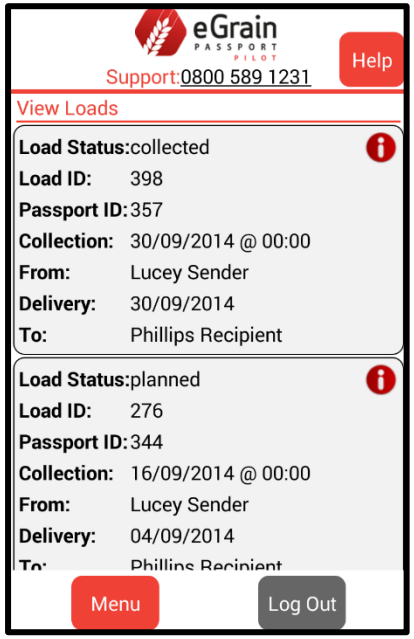


Image 2 (Load details)

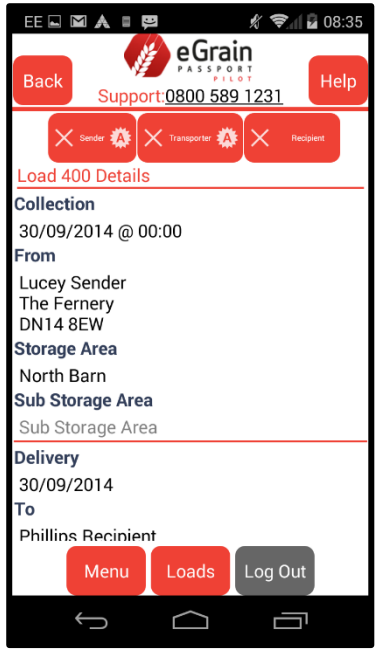


Image 3 (Load details cont.)

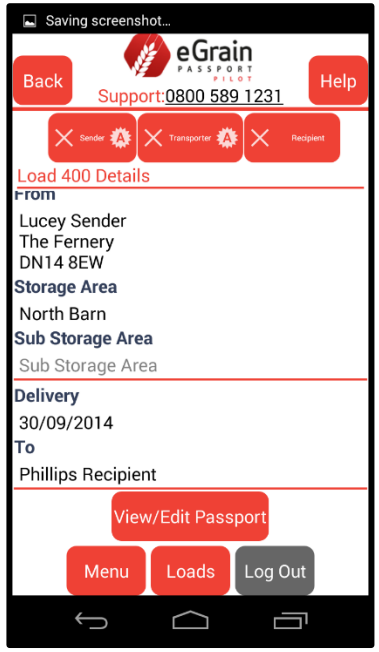
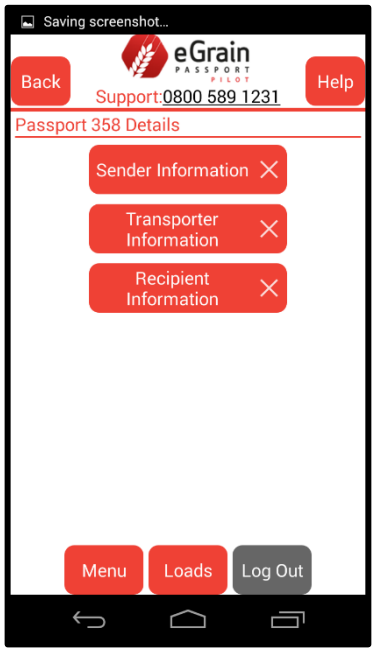


Image 4 (Passport page)



Please follow the steps below:

4. Select 'Transporter Information'. This will open the Transporter Information page (see image 5 below). The transporter page is split into three sections. If the mandatory information within a section has been entered, the button will turn green. The Vehicle Information and Previous Loads sections must have the mandatory fields completed before the Transporter Declaration can be confirmed.

Image 4 (Passport page)

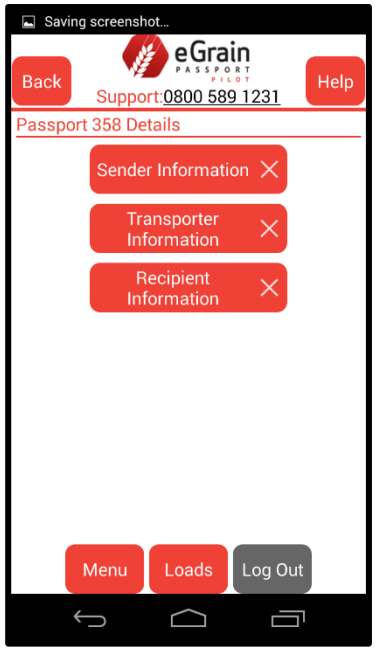


Image 5 (Transporter page)

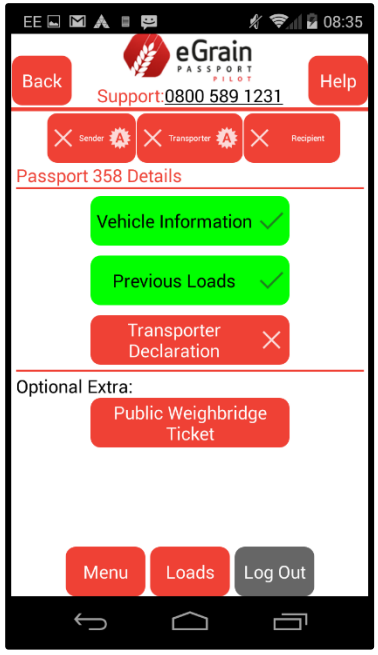


Image 6 (Vehicle Information)

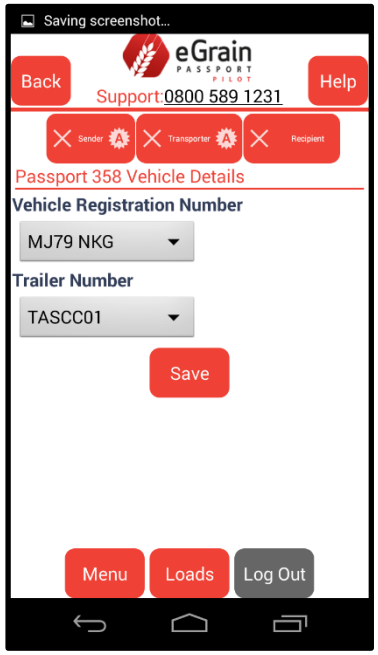
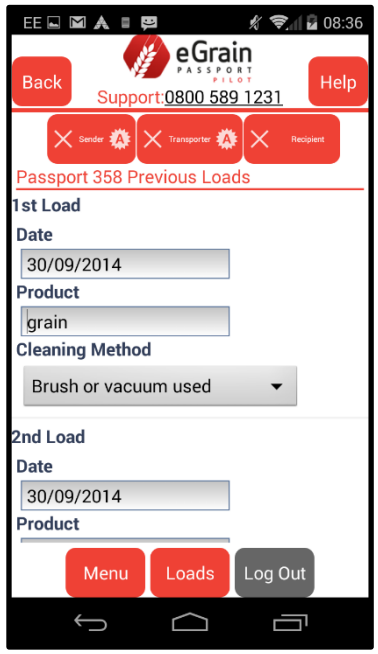


Image 7 (Previous Loads)



Please follow the steps below:

5. Transporter Declaration: select the relevant sections and press ‘Confirm Declaration’. Once selected, you’ll be asked to confirm your PIN, enter and press ‘OK’, the system will then display the following reminder.

Image 8 (Transporter declaration)

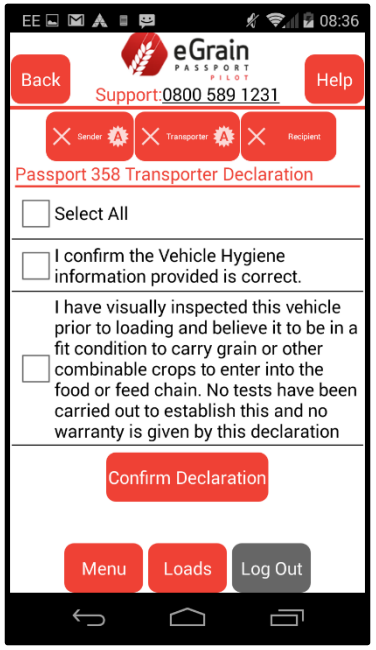

EE 08:36
Back
eGrain PASSPORT PILOT
Help
Support:0800 589 1231
Sender
Transporter
Recipient
Passport 358 Transporter Declaration
Select All
I confirm the Vehicle Hygiene information provided is correct.
I have visually inspected this vehicle prior to loading and believe it to be in a fit condition to carry grain or other combinable crops to enter into the food or feed chain. No tests have been carried out to establish this and no warranty is given by this declaration
Confirm Declaration
Menu
Loads
Log Out

Image 9 (PIN confirmation)

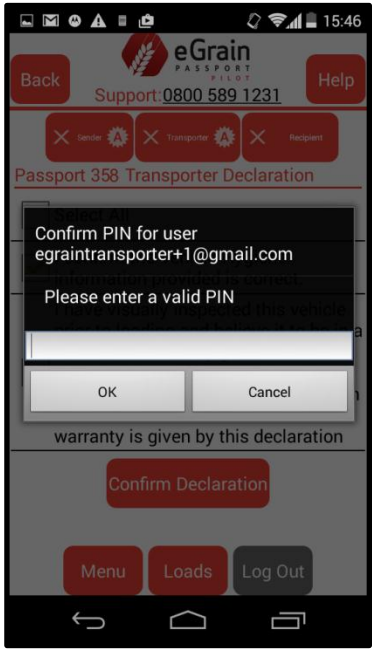
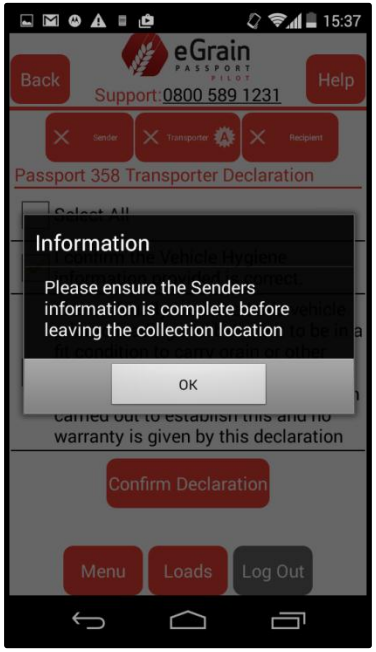


Image 10 (Prompt)



5.2.2 Sender updating a passport on the mobile application

Sender

Please follow the steps below:

1. The transporter will hand you their device with the Passport page open (see image ➡).
2. Select Sender Information, this will open the Sender Information page (see image 12 below). The Sender page is split into five sections. If the mandatory information within a section has been entered, the button will turn green. The first four sections must have the mandatory fields completed before the Sender Declaration can be confirmed.

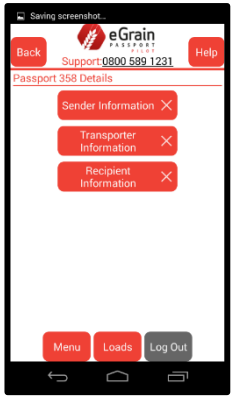


Image 12 (Sender page)

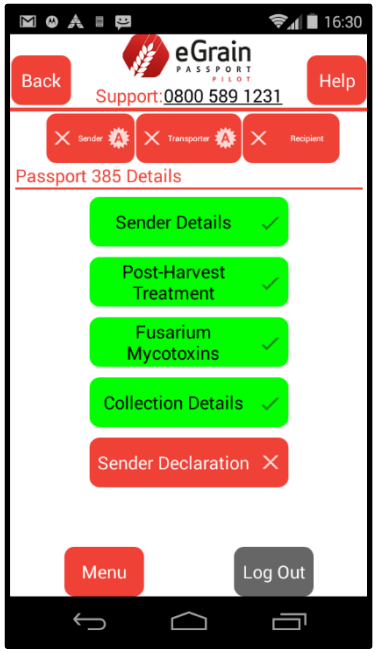


Image 13 (Sender Details)

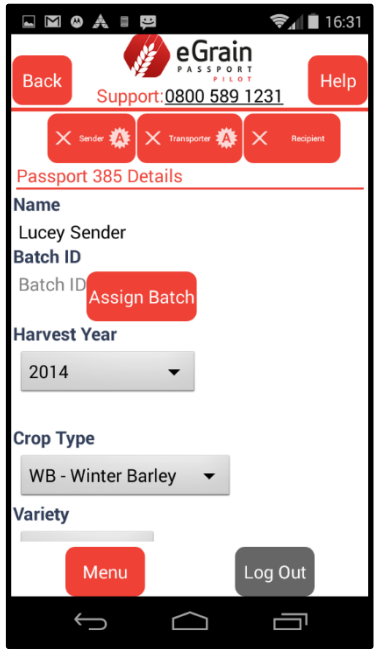


Image 14 (PHT)

Image 15 (Mycotoxins)

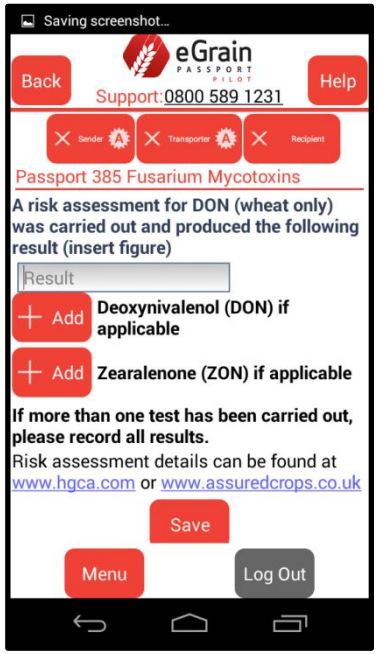
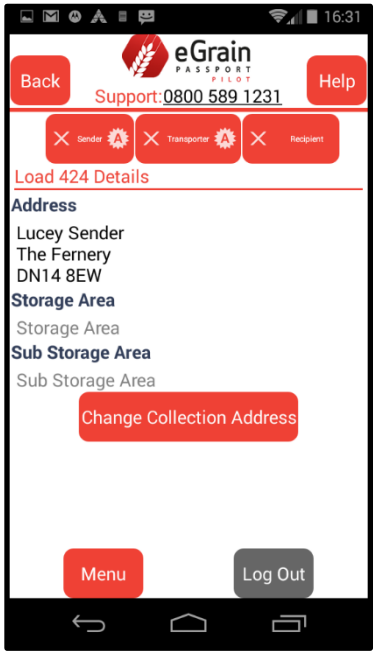

Saving screenshot...
Back
Help
Support:0800 589 1231
Passport 385 Fusarium Mycotoxins
A risk assessment for DON (wheat only) was carried out and produced the following result (insert figure)
Result
Add
Deoxynivalenol (DON) if applicable
Add
Zearalenone (ZON) if applicable
If more than one test has been carried out, please record all results.
Risk assessment details can be found at www.hgca.com or www.assuredcrops.co.uk
Save
Menu
Log Out

Image 16 (Collection Details)



Please follow the steps below:

3. Sender declaration: select the relevant sections and press 'Confirm Declaration'. Once selected, you'll be asked to confirm your PIN, enter and press 'OK', the system will then display the following reminder.

Image 17 (Sender Declaration)

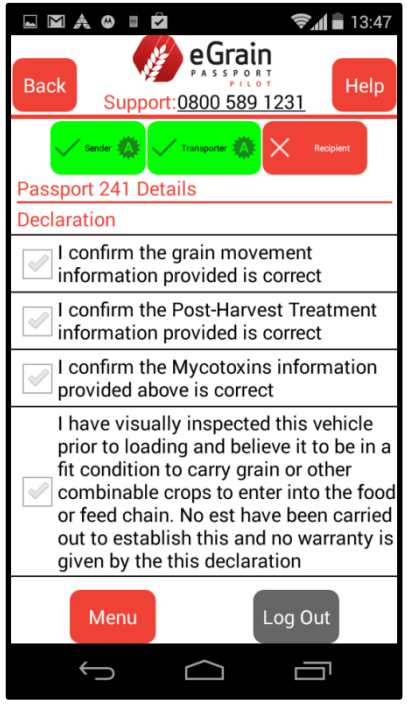

13:47
Back
eGrain PASSPORT PILOT
Help
Support:0800 589 1231
Sender
Transporter
Recipient
Passport 241 Details
Declaration
I confirm the grain movement information provided is correct
I confirm the Post-Harvest Treatment information provided is correct
I confirm the Mycotoxins information provided above is correct
I have visually inspected this vehicle prior to loading and believe it to be in a fit condition to carry grain or other combinable crops to enter into the food or feed chain. No est have been carried out to establish this and no warranty is given by the this declaration
Menu
Log Out

Image 18 (Sender Declaration cont.)

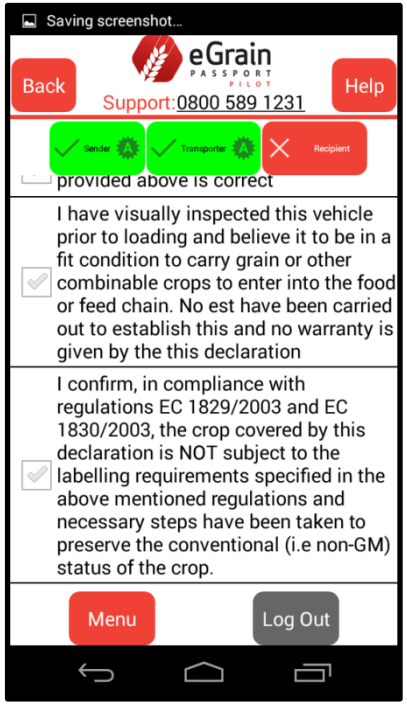
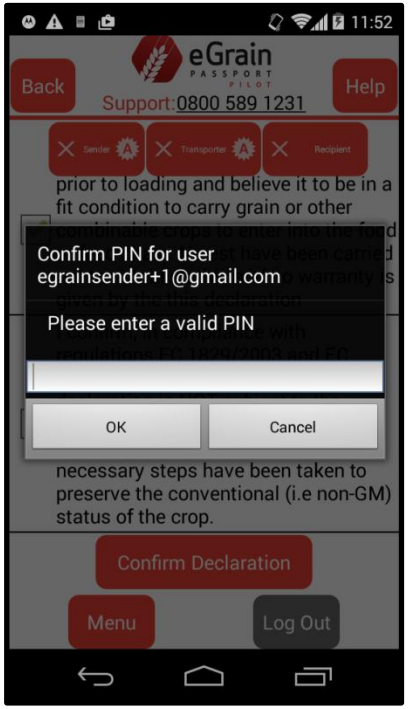

Saving screenshot...
Back
eGrain PASSPORT PILOT
Help
Support:0800 589 1231
Sender
Transporter
Recipient
provided above is correct
I have visually inspected this vehicle prior to loading and believe it to be in a fit condition to carry grain or other combinable crops to enter into the food or feed chain. No est have been carried out to establish this and no warranty is given by the this declaration
I confirm, in compliance with regulations EC 1829/2003 and EC 1830/2003, the crop covered by this declaration is NOT subject to the labelling requirements specified in the above mentioned regulations and necessary steps have been taken to preserve the conventional (i.e non-GM) status of the crop.
Menu
Log Out

Image 19 (PIN confirmation)


11:52
Back
eGrain PASSPORT PILOT
Help
Support:0800 589 1231
prior to loading and believe it to be in a fit condition to carry grain or other
Confirm PIN for user egrainsender+1@gmail.com
Please enter a valid PIN
OK
Cancel
necessary steps have been taken to preserve the conventional (i.e non-GM) status of the crop.
Confirm Declaration
Menu
Log Out

5.2.3 Updating the Load Status to Collected

Once both declarations have been confirmed, the application will amend the Load status to 'Collected'.

6. Contact Information

For support issues relating to the eGrain Passport system email Derek Carless (HGCA) using derek.carless@hgca.ahdb.org.uk or telephone 07817 257471